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| **Client Name**  **Client Address 1**  **Client Address 2**  **Client Address 3** | **Your Name (or Company name)**  **Your Address 1**  **Your Address 2**  **Your Address 3** |

Date: **DD/MM/YYYY**

Payment references: **If Applicable**

Dear **Customer Name**,

Further to my previous correspondence, I’m contacting you with regard to the following outstanding invoice:

**Invoice Reference Number/ Invoice Balance**

This invoice is now overdue (due: **Due Date**). It would be greatly appreciated if you could advise as to payment status.

If there are any issues delaying payment (e.g. missing invoice, incorrect information etc.) please do let me know and I can send the relevant information as the due date for this invoice has now passed.

I have attached a copy of the invoice for your reference.

Kind regards,

Your Name

Email: **Your Email Address**

Phone: **Your Phone Number**

Address: **Company Name, Your Address 1, Your Address 2, Your Address 3**