

|  |  |
| --- | --- |
| **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 again with regard to the following outstanding invoice:

**Invoice Reference Number/ Invoice Balance**

This invoice was due on **Due Date**, remains unpaid and needs to be settled as soon as possible.

If you need any further information or documentation in order to pay this invoice, please let me know so I can provide this. Otherwise, please advise as to the status of this payment as it is now more than **X** days overdue.

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**