Company Name

Address

Address

Address

Postcode

Customer Name

Address

Address

Address

Postcode

Date

Dear ..........................

**Re: Invoice Number(s): ............**

I am writing to you about the fact there is an outstanding amount of £...... in respect of the above invoice(s). The amount was due for payment on...........

My credit terms stipulate full payment within ......days and this account is now ...days overdue.

The total amount due from you is therefore £......

Please arrange payment of this account today.

Your prompt attention to this matter would be greatly appreciated. If you have any queries regarding this account, please contact me as soon as possible.

If payment has recently been made, please accept my thanks and ignore this reminder.

Yours sincerely,

***Name***

***Position***