My Company Name

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| --- | --- |
| Customer Name or Company NameCustomer Address 1Customer Address 2Customer Address 3Company Number: (If Applicable) | Your Name or Company NameYour Address 1Your Address 2Your Address 3Tel. +44 1234 567 890Email: you@youremail.com |

Date: DD/MM/YY

Invoice reference: XXXXXX

Dear XX-XXX-XXXX,

Outstanding Invoice Value: £X,XXX.XX

Thank you for using our services.

Our records indicate that the above invoice remains outstanding. The sum of £XXX.XX was due for payment on DD/MM/YY and related to [INSERT WORK/SERVICE PROVIDED] which was carried out on DD/MM/YYYY. As of today’s date however, no payment has been received.

We understand that this is likely an oversight and would be grateful if you could make payment within the next 7 days. As stated on our original invoice, our payment terms are for XX days and this invoice became overdue on DD/MM/YY.

Thank you in advance for looking into this matter. We look forward to hearing from you.

Kind Regards

XXXXXXXX