My Company Name

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