Overdue invoice reminder

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: reminder for payment of my invoice

Dear Sir or Madam,

Unless I have made an error or overlooked something, the invoice below has not been paid to date. Please pay it or, if you have paid in the meantime, please disregard this letter.

The invoice concerned

Invoice no.

Invoice date

Due date

Amount still owed

Currency

Deposits or payments already received

Where and how to pay (bank account, reference to quote)

Tone of the reminder

- [ ] Friendly reminder: first reminder, probably an oversight
- [ ] Firm reminder: several reminders have had no effect

Please pay by

- [ ] I remind you that late-payment charges or interest provided for in the contract or on the invoice may apply

If you are having difficulty paying, please contact me quickly so that we can find a solution together, for example payment in instalments. If I do not hear from you by this date, I will have to consider other steps.

Additional details

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method