YOUR HEADED PAPER

[Customer Name]

[Customer Address]

[Date]

Dear Sirs,

Our Ref: [Customer Name]

It has come to our attention that your account is overdue for payment.

We are not aware of any disputes or reason for non-payment, therefore we would respectfully remind you that you have exceeded the trading terms for these outstanding amounts and we would be grateful to receive your remittance as soon as possible.

The details of the outstanding invoices are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Invoice No | Invoice Date | Due Date | Amount |
| 00001 | 01/01/01 | 01/01/01 | £999.990 |
| 00002 | 01/01/01 | 01/01/01 | £999.99 |

We look forward to hearing from you.

Yours sincerely

On behalf of [Your Company Name]