{Enter your business name}

{Enter your address}

{Recipient’s name}

{Recipient’s business name}

{Recipient’s address}

23 May 2018

RE: Unpaid invoice # {Enter invoice reference}

Dear {Recipient’s name}

The above invoice for ${enter amount} has recently become overdue for payment. As such, we would appreciate you making this payment as soon as possible.

If there is an error on our part and payment has been made, please contact me immediately so that the matter can be rectified.

Otherwise, if there is a problem paying this amount owing, please contact me so that an alternative arrangement for payment can be made.

Yours sincerely

{Your name}

{Your position}