To: *insert your primary contact*

CC: *you may choose to also include the business owner or another contact within the business*

Subject: Overdue Payment Reminder – URGENT ACTION REQUIRED

Dear *<client name>*

Our records show that we are still awaiting payment for the following invoice, which is now X days overdue:

Invoice Date: (date of original invoice)

Invoice No: (insert invoice number here)

Invoice Amount: (insert invoice amount here)

I am attaching the original invoice for your records.

Our preferred payment is (outline your preferred payment method, including any bank account details).

Please quote your invoice number in the description field.

We require immediate payment of this amount to avoid further action. Please advise via return email when the payment has been made.

Yours sincerely

<*Your name*>