TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Invoice **[invoice number]** from **[date]** is overdue – please send payment ASAP

Hi **[first name of client]**,

This is a reminder that I have yet to receive payment **[amount]** owed on invoice **[invoice number]**. Please note that, according to my terms, you may be charged additional interest on payment made 30 days after the invoice is issued.

Again, please contact me in case of any queries regarding the payment. Else, please organize for settlement of this invoice immediately.

Thank You,

**[Your Name]**