TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Payment Reminder Letter

Dear **[NAME]**

Further to my previous correspondence, I’m contacting you once again on behalf of **[COMPANY NAME]** with regard to the following outstanding invoice:

**[INVOICE REF NUMBER]** / **[INVOICE BALANCE]**

This invoice was due on **[DATE]** and remains unpaid.

Given the lack of response on your side after several attempts to contact you, we will shortly begin legal proceedings in order to receive the monies owed to **[COMPANY NAME]**

Immediate payment will result in us closing this issue without need for legal action.

I have attached a copy of the invoice for your reference.

Regards,