To:  **(Insert recipient email)**

**Subject:**  Final Payment Reminder – IMPORTANT

**Attach the invoice!**

Dear customer,

This is the last reminder of your overdue invoice, invoice attached.

Please pay the invoice immediately.

The next step in our process is to proceed with legal actions without any further communication, please pay immediately or contact us if you like to make another financial arrangement with us.

Thank you for your cooperation.

If payment has recently been made, please ignore this reminder

Best regards,