

[Print on front of envelope] [insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

< >>

It has been brought to our attention that you have not paid the outstanding amount of <<Amount>> in respect of the above invoice(s). This amount is due on <<due date(s)>>.

Our credit terms stipulate full payment within <<number of days/weeks>> and this account is now <<number of days/weeks>> overdue.

Kindly let us have your cheque by

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company Name>>

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