

Client name
Client address
Zip Code / City
VAT: XX-XXXXX

Client no.: 123456
Invoice no.: 20XX/XX
Invoice date: DD.MM.YYYY
Reminder date: DD.MM.YYYY

3rd Reminder for invoice no. [Invoice no.]

Dear [Client Name],

I still have not receive any payment for the invoice [invoice no.] which was due on [due date], nor had a response to the reminder letter sent on [1st reminder date] or the second reminder sent on [2nd reminder date].

You owe me a total of [\$XXX]. This results from:

Invoice [Invoice no.]	\$5,000
Late fees	\$ 10
Interests	\$ 5
Total amount due	\$ 5,015

I regret to inform you that unless you make the payment in full in [X] days by [due date], I have to forward this issue to my lawyer or turn the invoice over to a debt collector.

I hope to hear from you soon to avoid damage to your credit rating or our business relationship.

Yours sincerely,

John Doe

Powered by:

PAYMENT INFORMATION

PayPal: john.doe@business.com

Wire transfer: John Doe - IBAN YYXX XXXX XXXX XXXX XX

John Doe | Your address | VAT no.

+123 – 111 222 333 | john.doe@business.com | www.johndoe.com