

Customer name
Customer Street 1
12345 Customer Town

Sample Company Ltd
Sample Street 1
12345 Sample Town

Tel: +49 (0)1234 123456
Fax: +49 (0)1234 123456
info@samplecompany.com
www.samplecompany.com

Payment reminder for invoice [invoice number] of [invoice date]

Dear [name of customer],

It is probably just an oversight on your part, but payment of the outstanding invoice in the amount of [insert invoice amount] for the services provided/purchase of [name of product/service] is still outstanding. According to our payment conditions, the invoice amount needed to be paid by [insert due date]. We have not received any payment from you so far, so please pay the amount due as soon as possible.

Here is the main information you need in order to make the payment:

Invoice amount: [amount]
Reference: [reference]
Bank: [name of bank]
Account holder: [name of company]
IBAN: [IBAN]
BIC: [BIC]

We have taken into account any payments up to [insert date]. We would be grateful if you could pay the outstanding invoice within [insert number of days] to avoid any further dunning or collection measures. If you have already made the payment, please disregard this letter.

If there are reasons for the delayed payment or you have identified any discrepancies, please do contact us without delay. We are always happy to try and find a satisfactory solution.

Kind regards [Name
of sender] [Role in the
company]
[Contact information: email, telephone number]