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PAYMENT REMINDER

DATE	YOUR ACCOUNT / REF.	REMINDER	TOTAL OUTSTANDING

TO

Name

Company

Address

Email

FROM

Business

Address

Phone / email

Contact person

Dear customer,

This is a friendly reminder that the invoice(s) listed below appear to be unpaid as of today. Payment was due on the date shown. We know how easily an invoice slips through, so if it has already been sent, please accept our thanks and ignore this note.

If it has not, we would be grateful for payment within the next 7 days using any of the options below. If there is a problem with the invoice, or you need a copy, just reply and we will sort it out straight away.

Invoice(s) outstanding

Invoice no.	Invoice date	Due date	Description	Days overdue	Amount

Total outstanding	

HOW TO PAY

Bank / account

Routing / sort code

Online / card

Checks payable to

REFERENCE

Please quote

Questions

Already paid?

Thank you for your business, and for your prompt attention to this.

Kind regards,

Signed

Name and title

Date