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SECOND PAYMENT NOTICE

DATE	YOUR ACCOUNT / REF.	FIRST REMINDER SENT	TOTAL OUTSTANDING

TO

Name

Company

Address

Email

FROM

Business

Address

Phone / email

Contact person

Dear customer,

Our records show that the invoice(s) below remain unpaid despite our reminder on the date shown above. We have not received payment or heard from you about any problem with the invoice.

Under our terms, a late payment charge applies to balances overdue by more than 30 days; the amount is shown in the table where it has been added. Please arrange payment of the total within 7 days of the date of this letter. If you are unable to pay in full, call or email us before then: we would much rather agree a short payment plan than take this further.

If you believe this notice is in error, please let us know so we can correct our records.

Invoice(s) outstanding

Invoice no.	Due date	Description	Days overdue	Amount	Late fee

Invoices	
Late fees	
Total now due	

HOW TO PAY

Bank / account

Routing / sort code

Online / card

Checks payable to

REFERENCE

Please quote

Questions

Already paid?

We value your business and would like to resolve this quickly.

Sincerely,

Signed

Name and title

Date