

Phone: Email:

For the attention of:

Dear ,

Reminder relating to Invoice Number dated

We are writing in relation to Invoice Number for . The above sum was due for payment on but as at today's date, we have yet to receive the payment of the outstanding amount of , which is now overdue.

We believe this may have been an oversight (please ignore this message if you have recently paid), we are resending you our bank account details for you to make the transfer as soon as possible:

Once the payment has been received, we will assure you that your future order will be promptly filled.

[Please note that under our payment terms, there will a late charge if the invoice is outstanding for more than days from the due date of the invoice.]

[Oversights, of course, are not uncommon. We do not want you to miss the opportunity to restock for the coming season, as well as taking advantage of the discounts offered in our seasonal promotional campaign.]

Should you have any questions or queries regarding the invoice, please do not hesitate to contact us.

We look forward to receiving your prompt payment and maintaining our good business relationship with you.

Yours sincerely,
