

**[Your business name]**

[Street address]

[Town, postcode]

[Email] · [Phone]

[Contact name]

[Email address]

[Date]

**Overdue: invoice [invoice number] for £[amount], due [due date]**

Hi [first name],

I hope you are well. Invoice [invoice number] for £[amount] was due on [due date] and I have not yet received payment. I have attached a copy in case it went astray.

Could you arrange payment by [date, 5 to 7 days from today]? You can pay by bank transfer to sort code [00-00-00], account [00000000], reference [invoice number], or by card here: [payment link].

If it has already been paid, thank you, and please send me the date so I can match it. If there is anything wrong with the invoice, just let me know.

Thanks,

[Your name]

[Your business name]

[Phone]