

[Your business name]

[Street address]

[Town, postcode]

[Email] · [Phone]

[Customer name]

[Customer address or email]

[Date]

Payment reminder: invoice [invoice number] for £[amount]

I hope all is well. This is a friendly reminder that invoice [invoice number], dated [invoice date], for £[amount], was due for payment on [due date] and we have not yet received it. A copy is attached.

If you have already paid, thank you, and please let me know the date and reference so I can match it. If not, please arrange payment by [new date, for example 7 days from today].

You can pay by bank transfer to [Bank name], sort code [00-00-00], account number [00000000], using [invoice number] as the reference.

If there is a problem with the invoice or you have any questions, please get in touch on [phone] or [email] and we will sort it out quickly.

Kind regards,

[Your name]

[Your business name]

[Phone] · [Email]