

Client name

Client address

Zip Code / City

VAT: XX-XXXXXX

Client no.: 123456**Invoice no.:** 20XX/XX**Invoice date:** DD.MM.YYYY**Reminder date:** DD.MM.YYYY**3rd Reminder for invoice no. [Invoice no.]**

Dear [Client Name],

I still have not receive any payment for the invoice [invoice no.] which was due on [due date], nor had a response to the reminder letter sent on [1st reminder date] or the second reminder sent on [2nd reminder date].

You owe me a total of [\$XXX]. This results from:

Invoice [Invoice no.]	\$5,000
Late fees	\$ 10
Interests	\$ 5
Total amount due	\$ 5,015

I regret to inform you that unless you make the payment in full in [X] days by [due date], I have to forward this issue to my lawyer or turn the invoice over to a debt collector.

I hope to hear from you soon to avoid damage to your credit rating or our business relationship.

Yours sincerely,

John Doe

PAYMENT INFORMATION**PayPal:** john.doe@business.com**Wire transfer:** John Doe - IBAN YYXX XXXX XXXX XXXX XX**John Doe**

Street and number

ZIP code, city, country

Contact

+123 – 111 222 333

john.doe@business.com

Payment information

PayPal: john.doe@business.com

IBAN: YYXX XXXX XXXX XXXX XX