**Client name**

Client address

Zip Code / City

VAT: XX-XXXXX

**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