**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

**2nd Reminder for invoice no. [Invoice no.]**

Dear [Client Name],

Further to my letter of [1st reminder due date], I’m writing you today to remind you that the invoice [invoice no.] is still overdue. The mentioned invoice was due for payment on [Invoice due date].

As mentioned in my proposal, full payment need to be made within [XY] days and the invoice is now [XX] days overdue. As per my terms, I’ve added an additional late fee as payment it’s more than [XY] days past due.

Please organize for settlement of this invoice immediately. If you have any queries, please contact me at soon as possible.

Yours sincerely,

John Doe

**INVOICE DUE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Title/Description** | **Cost** | **Unit** | **Qty** | **Subtotal** |
| **1.** | **WordPress Web Design** | **$50** | **/hr.** | **100** | **$5,000** |
|  | Start with mockups, 10 pages and site structure.  Discussion to see if mockups need any edition,  with the OK moving forward to the actual design. | | | |  |
| **2.** | **Hosting and maintenance** | **$100** |  |  | **$100**  **(monthly)** |
|  | Ongoing technical support and hosting per  e-mail and phone call. | | | |  |
| **3.** | **Task / Service title description** | **$/€/£** |  |  | $XXX |
|  | Describe more precisely what the task is about  and what it’s included. Any special note can be  included here. | | | |  |
|  | **Subtotal** | | | | **$5,000** |
|  | Discount (X%) **-** *Optional* | | | | $ 100 |
|  | VAT (X%) | | | | $ 1,345 |
|  | **Amount due** | | | | **$ 5,000** |
|  | Late fee | | | | $ 10 |
|  | **Total amount due** | | | | **$ 5,010** |

**PAYMENT INFORMATION**

**PayPal:** [john.doe@business.com](mailto:john.doe@business.com)