

**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 [1<sup>st</sup> 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
<b>1. WordPress Web Design</b> 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.	<b>\$50</b>	<b>/hr.</b>	<b>100</b>	<b>\$5,000</b>
<b>2. Hosting and maintenance</b> Ongoing technical support and hosting per e-mail and phone call.	<b>\$100</b>			<b>\$100 (monthly)</b>
<b>3. Task / Service title description</b> Describe more precisely what the task is about and what it's included. Any special note can be included here.	<b>\$/€/£</b>			<b>\$XXX</b>
<b>Subtotal</b>				<b>\$5,000</b>
Discount (X%) - <i>Optional</i>				\$ 100
VAT (X%)				\$ 1,345
<b>Amount due</b>				<b>\$ 5,000</b>
Late fee				\$ 10
<b>Total amount due</b>				<b>\$ 5,010</b>

### PAYMENT INFORMATION

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

**Wire transfer:** John Doe - IBAN YYXX XXXX XXXX XXXX XX

Powered by:



**John Doe** | Your address | VAT no.

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