*<Date>*

*<Debtor’s name>*

*<Title>*

*<Address>*

*<Address>*

Dear *<Debtor’s name>*

**Outstanding invoice number** (insert invoice number here) (insert date of original invoice here)

The above invoice remains unpaid.

We have contacted you on several occasions regarding this invoice which is now (X days) overdue. This matter has now reached a critical point and we require payment of the amount in full by (insert date).

Invoice Amount: (insert invoice amount here)

You can make your payment by (describe how you would like to be paid, including any bank details)

Should payment of (X amount) not be received by (date), we will commence recovery action to collect the unpaid debt.

Yours sincerely,

<*Your name*>

*<Your position title>*