

Compagny name

Adress

Date

Your Reference:

Dear Customer,

OVERDUE PAYMENT:

We hereby remind you that according to our records the following invoices are overdue for payment.

Your action to ensure we receive prompt settlement is appreciated. We ask that payment, in full, reaches our account within **7** days of the date of this letter.

Penalty interest may be charged on overdue amounts according to the agreement. For clarity, such fees are invoiced separately.

If you have paid within the last few days, please accept our apologies and disregard this letter.

WHEN PAYING PLEASE QUOTE CUSTOMER CODE AND INVOICE NO

	Invoice Date	Due Date	Days Overdue	Invoice Amount	Invoice Balance Cur
INVOICE 181600729	16/06/03	16/07/03	74	380,00	380,00 EUR
INVOICE81600531	16/08/08	16/09/07	8	380,00	380, 00 EUR
Invoices in EUR due for payment					760,00 EUR

Yours sincerely

<Name and Surname>