Customer company

Customer address

Customer city + postcode

Bristol, 10 July 20XX

**Re**: **statement of account**

Dear Sir/Madam,

We would like to thank you for your custom.

Please be aware that invoice xxx dated xxx is now overdue for payment. We kindly request that you pass it for payment at your earliest convenience.

Thank you for your business, it is greatly appreciated.

Yours faithfully,

Mr Smith  
Credit Control  
Your Company