Customer company

Customer address

Customer city + postcode

Bristol, 17 July 20XX

**Re**: **REMINDER**

Dear Sir/Madam,

We want to remind you that our invoice xxx dated xxx is overdue for payment. We have attached a copy of the invoice for your convenience.

We would appreciate prompt payment.

Failure to pay this amount in the next 7 days may result in further action being taken to recover this amount.

Yours faithfully,

Mr Smith  
Credit Control  
Your Company