**EMAIL TEMPLATE  
 OVERDUE PAYMENT REMINDER**

**Subject: [your company] – Final Reminder – [invoice ref number]**

Dear **[client name],**

Further to my previous correspondence, I’m contacting you once again on behalf of [**your** **company**] with regard to the following outstanding invoice:

**[invoice ref number]** / **[invoice balance]**

This invoice was due on **[due date]** and remains unpaid.

Given the lack of response on your side after several attempts to contact you, we will shortly begin legal proceedings in order to receive the monies owed to **[your** **company].**

Immediate payment will result in us closing this issue without need for legal action.

I have attached a copy of the invoice for your reference.

Regards,  
**[sender name]**