{Enter your business name}

{Enter your address}

{Recipient’s name}

{Recipient’s business name}

{Recipient’s address}

18 March 20XX

RE: Unpaid invoice # {Enter invoice reference}

Dear {Recipient’s name}

**Urgent: please rectify this matter immediately**

Despite my previous reminders, the above invoice for ${enter amount} remains unpaid. As such, we would appreciate you making this payment as soon as possible.

I regret to advise that unless payment is received by {enter date} this invoice will be passed over to our debt collection agency/lawyer. This could seriously affect your credit rating, so I urge you contact us immediately to make payment or arrange an alternative before this date.

Please contact me directly on {direct dial/mobile}.

Yours sincerely

{Your name}

{Your position}