**TEMPLATE
 FIRST OVERDUE PAYMENT REMINDER**

 **Subject: [your company] – Overdue Payment – [invoice ref number]**

Dear **[client name],**

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

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

This invoice is now overdue **(due: [invoice due date])**.  It would be greatly appreciated if you could advise as to payment status.

If there are any issues delaying payment **(e.g., missing invoice, incorrect information etc.)** please do let me know and I can send the relevant information as the due date for this invoice has now passed.

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

Best wishes,

**[sender name]**