Client name
Client address
Zip Code / City
VAT: XX-XXXXX

Client no.: 123456
Invoice no.: 20XX/XX
Invoice date: DD.MM.YYYY
Reminder date: DD.MM.YYYY

1st Reminder for payment no. [payment no.]

Dear [Client Name],

This is a friendly reminder that the following invoice [invoice no.] is now [no. of days] days overdue. I'd appreciate it if you could send me the payment as soon as possible, by [DD.MM.YYY] at the latest.

If you have already sent the payment, please disregard this letter. Otherwise, please note that overdue fees and a past-due interest of [X%] will be charged for future reminders.

Thank in advance,

John Doe