**REMINDER FOR PAYMENT**

Dear Sir/Madam,

**INVOICE REMINDER**

We kindly advise you that our Invoice/s listed below are now due for payment.

Invoice number: Amount: Due date:

If you have made payment in the past few days then please ignore this letter. Otherwise we would appreciate payment as soon as possible to:

**COMPANY BANK DETAILS**

If you do have any query regarding this invoice then please email us at creditcontrol@MYCOMPANY.COM or call direct on TELEPHONE.

Sincerely,

Your Name