Sample Letter # 1:

20th September 20\*\*

Person in Accounts Department  
Company Name  
Address 1  
Address 2   
Address 3  
Address 4

Dear [persons name],

Re: Payment Due Amount: \_\_\_\_\_\_\_

Your attention to the above account is urgently required. As you are aware this account should have been paid on 28th August \*\* and as of today your payment hasn’t arrived.

If there is any reason this account remains unpaid please call me today, otherwise we look forward to receiving your payment of €\_\_\_\_\_\_\_\_ on or before 27th September, my direct line number is below.

Thank you for your business and your prompt response.

Yours sincerely,

Your Name  
Title   
Your Company details

Direct Line: 01 2345678  
Fax: 01 2345679  
Email: ar@abcdef.com

Sample Letter # 2:

7 November 20\*\*

Person in Accounts Department  
Company Name  
Address 1  
Address 2   
Address 3  
Address 4Dear [Persons Name]:

Re: ***Second Reminder*** - Amount: \_\_\_\_\_\_

Your attention was called upon regarding the above account see our letter dated 20th October \*\*. This amount is now **considerably overdue**.

Please send your payment marked for my attention or you can transfer the funds into our account as follows:  
IBAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before 14th November \*\* and let me know that the payment has been made, alternatively you can phone me on 01 2345678.

Your payment is now required to maintain our excellent business relationship.

Yours truly,

Your Name  
Title   
Your Company details

Tel: 01 2345678  
Fax: 01 2345679  
Email: ar@abcdef.com

Seven Day Notice:

14 November 20\*\*

Financial Controller  
Company Name  
Address 1  
Address 2   
Address 3  
Address 4

Dear Sir/Madam:

**SEVEN DAY NOTICE** - Overdue Invoice # \_\_\_ Amount: \_\_\_\_\_\_\_

Your accounts department has now received two letters regarding this outstanding balance and to date we have received no response.

Your immediate attention is sought to this urgent matter.

Please pay this account by **the 30th of November, 20\*\***.

If payment is not received by this date, your account will be closed and passed to our legal team for collection. This could jeopardize you credit rating in the industry and result in additional costs.

Your immediate action is appreciated.

Yours Sincerely,

Your Name  
Title   
Your Company details

Tel: 01 2345678  
Fax: 01 2345679  
Email: ar@abcdef.com