

[Date]

Accounts Department

xxx

To Whom It May Concern:

First Payment Reminder for Invoice xxx

It has been brought to our attention that there is an outstanding amount of GBP **xxx** in respect of our invoice as follows.

Invoice Number	Amount	Due Date
xxx	xxx	[Date]
TOTAL	xxx	Immediate

Our credit terms stipulate full payment within 30 days, and this account is now overdue. Payment may be made through any of the following methods:

1) *Via bank transfer to xxx at:*

Bank Name	xxxx
Account Number	xxxxx
Sort Code	xxxx
Swift Code	xxx
IBAN Number	xxx

2) *By cheque*

Payable to xxxx

Addressed at Xxxx

3) *Via Paypal or Moneybookers to: xxx@xxx.com*

4) *By credit or debit card through our website:* xxxxx

For all forms of payment please quote our invoice number(s).

Should you require further information, please find below the details of our key contact, along with the relevant project manager at xxxx.

Contact Person at xxxx,
[Name]

Yours sincerely,

xxxxx

Accounts Department
xxxxxxx

Email: xxxx@xxx.com