**Final payment reminder Template**

Name

Address

City

Country

Name debtor

Address debtor

City debtor

Country debtor

Date

Subject: payment reminder

Reference number: invoice number

Dear Madam/Sir,

**The payment term of the invoice has expired**

According to our administration we have not received the payment of the invoice **REFERENCE NUMBER** of **AMOUNT**. A copy of the principled amount can be found in the attachment. Please be aware that, as per my terms, I may charge additional interest and costs.

**Request to transfer the unpaid invoice**

I would kindly like to remind you to transfer the payment no later than **DATE, include a payment term of 3 days**.The amount can be transferred into the firm’s IBAN bank account at the **BANK** under the account number **XXXX (SWIFT/BIC)** made payable to **ACCOUNT NAME**. Please quote the reference number.

If you have already paid the invoice, then you may disregard this letter.

**Questions**

If you have any questions or remarks, feel free to contact us.

Your sincerely,

**Contact person**

**Company name**