**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**

Our records show that we have not yet received the payment of the invoice **REFERENCE NUMBER** of **AMOUNT** which is overdue. I would appreciate it if you could verify this from your end.

**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 5 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 the payment has already been sent, please disregard this notice. And if you’ve lost this invoice, please let me know, and I’d be happy to send you another copy.

Your sincerely,

**Contact person**

**Company name**