**PAYMENT REMINDER LETTER**

|  |  |
| --- | --- |
| Client name  Client Address 1  Client Address 2  Client Postal Code | Your Name (or Company name)  Your Address 1  Your Address 2  Your Address 3 |

Date: **DD/MM/YY**

**Re: Invoice No. XXXXX (***If Applicable***)**

Dear Sirs,

Outstanding Account Value: S$**X,XXX.XX**

We are writing to inform you that the above sum was due for payment on **DD/MM/YY** but as at today's date no payment has been received.

Should your company have any legitimate reason for non payment, please contact us within the next seven (7) days so we can fully investigate any issue. Should no query exist, please be aware our payment terms are strictly **XX** days and we would be most grateful if you could arrange for this payment by **DD/MM/YY**.

Your prompt attention to this matter would be greatly appreciated. Do contact us at **XXXXXXXX** if you have any questions at all.

Thank you for your kind understanding.

Yours faithfully,

**XXXXXXXX**