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

Date: **DD/MM/YY**

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

Dear Sirs,

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

We refer to our First Payment Reminder on **DD/MM/YY** regarding the above sum that was due for payment on **DD/MM/YY**. As at today's date, we have yet to receive payment of the outstanding amount, which is now considerably overdue.

Please make payment of this outstanding amount no later than **DD/MM/YY**.

While we have not yet levied any late payment or interest charges, should payment in full not be received within the next seven (7) days we may add these charges to your account. Please also note that our company has a policy of ceasing supply of work/services to any organisation with an account more than **XX** days in arrears.

We trust this will not be necessary and look forward to receiving payment by return.

Yours faithfully,

**XXXXXX**