

REMINDER

Subject: Final Reminder - Invoice #12345

Hi Robert,

This is a final reminder that your payment for invoice #12345 is now overdue. The payment due date was [3 dec 2025], and we have yet to receive payment.

Our terms and conditions state that we will assess a late fee of [10,000] if payment is not received within [4] days of the due date.

We will be forced to take legal action if we do not receive a payment within the next 48 hours.

We would appreciate it if you organize and settle this invoice immediately to avoid this. Should you need any further information, please do not hesitate to contact me.

Thank you,

Karen