{date}

{insured}

{address}

Dear {insured},

We refer to invoice # [ OUR INVOICE 3 ]. This account is now well over due for payment. Enclosed is the Invoice for your reference.

Please note that if payment is not received within 7 days of receipt of this letter, this account will be passed to a debt collection agency.

Your prompt attention to this matter would be greatly appreciated. If you have any queries regarding this invoice, please contact our office as soon as possible.

If payment has recently been made, please accept our thanks and ignore this reminder.

Regards,

Joshua Solomon