[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: FINAL REQUEST FOR INVOICE PAYMENT – CERTIFIED MAIL**

Dear [CLIENT NAME],

The purpose of this letter is to enquire about the outstanding invoice on [INVOICE DATE] in the amount of [INVOICE AMOUNT]. The invoice number is [INVOICE NUMBER].

This invoice is long past due and your attempts to not pay it is unacceptable. Our records indicate that collection procedures may be necessary, and we are entitled to begin this process. If for any reason you feel that you are not obligated to make this payment, please do let us know.

Please send your payment immediately or contact us as soon as possible.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

[IF ALSO SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

This email is intended only for the person to whom it is addressed and/or otherwise authorised persons. The information contained is confidential and is the property of [SENDER]. If you are not the intended recipient, please be advised that viewing this message and any attachments, as well as copying, forwarding, printing, and disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you received this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachments for the presence of viruses. No warranties or assurances are made in relation to the safety and content of this email and attachments. [SENDER] accepts no liability for any damage caused by any virus transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.