[Business Name]

[Your Name]
[Address Line 1]
[City, State, Postcode]
[Email Address] | [Phone Number]

OVERDUE

Invoice #: [0000]
Date issued: [DD/MM/YYYY]
Due Date: [DD/MM/YYYY]

Bill To:
[Client Name / Company]
[Client Address]
[Client Email]

Subject: Reminder - Outstanding Payment

Our records show that we have not yet received payment for the invoice listed below. If payment has already been sent, please disregard this notice.

Description	Quantity	Unit Price	Amount
[Service/Product Description]	[0]	$[0.00]	$[0.00]
[Service/Product Description]	[0]	$[0.00]	$[0.00]

Subtotal: $[0.00]

Tax: $[0.00]

Total Outstanding: $[0.00]

Payment Methods:
Bank Name: [Bank Name]
Account Name: [Account Name]
BSB / Sort Code: [000-000]
Account Number: [00000000]
Reference: [Invoice #]

Thank you for your business.