

[Your Company Name]
[Your Address]
[Your Postal Code and City]
[Your Email Address / Phone Number]

[Customer Name]
[Customer Address]
[Customer Postal Code and City]

Date: [Date of sending]

Subject: Final Notice – Overdue Invoice [Invoice Number]

Dear Sir/Madam,

Our records indicate that the invoice listed below remains unpaid, despite our previous payment reminder:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Due Date: [Due Date]

Outstanding Amount: € [Amount]

We hereby formally request that you settle the total outstanding amount of € [Amount] within 7 days of the date of this letter. Please transfer the funds to our bank account [Your IBAN], held in the name of [Your Company Name], quoting invoice number [Invoice Number].

Please be advised that if payment is not received within this period, we will be forced to hand over this claim to our debt collection agency immediately. In that event, you will be liable for all statutory commercial interest and extrajudicial collection costs, in accordance with Article 6:96 of the Dutch Civil Code. These additional costs amount to a minimum of € 40.

We trust that it will not be necessary to take these further steps and look forward to receiving your payment within the specified timeframe.

Sincerely,

[Your Company Name]
[Your Signature]
[Your Name and Job Title]