

[YOUR CUSTOMER'S NAME]
[YOUR CUSTOMER'S ADDRESS]
[YOUR CUSTOMER'S POSTCODE + CITY]

Subject: Final reminder

Date: [DATE]

Dear Mr./Ms. [CUSTOMER'S SURNAME],

Our records show that we have not yet received payment for the invoice below. The payment term has long since passed. This concerns the invoice with invoice number [INVOICE NUMBER] with a total amount of [TOTAL AMOUNT]. A copy of this invoice can be found in the attachment.

We kindly request that you transfer the outstanding amount of €[TOTAL AMOUNT] within 15 days of this letter being delivered to you to [YOUR IBAN] in the name of [ACCOUNT HOLDER] in [CITY NAME]. Always include your invoice number [INVOICE NUMBER] with your payment.

What happens if I do not pay (on time)?

If you fail to pay or do not pay on time, we will be forced to hand over the claim to a collection agency. As stipulated in the Debt Collection Costs Act (WIK), you will then be required to pay collection costs amounting to €[COLLECTION COSTS] and statutory interest.

Do you have any questions?

Do you disagree with the claim? Or do you have another question? If so, please contact us as soon as possible via [CONTACT].

If you have already paid, please disregard this letter.

Sincerely,

[YOUR NAME]
[YOUR COMPANY NAME]