[Your company letterhead]

Example. Items in [brackets] are yours to fill in.

7 September 2026

Hardware Sejahtera
[Customer address]

Dear Mr Tan,

FINAL REMINDER: INVOICE INV-1015, RM4,120.00

We refer to invoice INV-1015 dated 4 July 2026 for RM4,120.00, which was due on 3 August 2026. It is now 35 days overdue. We sent reminders on 7 August and 24 August and have not received payment or a reply.

Please settle the full amount of RM4,120.00 by Monday, 14 September 2026.

Payment details:
[Bank name] · [Account name] · [Account number]
DuitNow: [DuitNow ID]

If we do not receive payment by that date, we will have to pause new orders on credit until this invoice is settled.

If you are unable to pay the full amount now, please call me on [phone number] this week so we can agree on a payment plan. If payment has already been made, please send us the payment slip and ignore this letter.

Yours sincerely,
[Your name]
[Your position], [Your company]

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