

[Your company letterhead]

Replace everything in [brackets] with your own details, then delete this line.

[Date]

[Customer company name]

[Customer address]

Dear [customer name],

FIRST REMINDER: INVOICE [invoice number]

Our records show that the invoice below is still unpaid:

Invoice number: [invoice number]

Invoice date: [invoice date]

Amount: RM[amount]

Due date: [due date]

Days overdue: [number]

Please arrange payment by [day and date]. A copy of the invoice is attached.

Payment details:

[Bank name] · [Account name] · [Account number]

DuitNow: [DuitNow ID]

If there is a problem with this invoice, or you'd like to discuss paying in parts, please call me on [phone number]. If payment has already been made, please send us the payment slip.

Thank you,

[Your name]

[Your position], [Your company]

[Your company letterhead]

Replace everything in [brackets] with your own details, then delete this line.

[Date]

[Customer company name]

[Customer address]

Dear [customer name],

SECOND REMINDER: INVOICE [invoice number]

We wrote to you on [date of first reminder] about the invoice below. It is still unpaid, and we have not heard from you.

Invoice number: [invoice number]

Invoice date: [invoice date]

Amount: RM[amount]

Due date: [due date]

Days overdue: [number]

Please arrange payment by [day and date]. A copy of the invoice is attached again.

Payment details:

[Bank name] · [Account name] · [Account number]

DuitNow: [DuitNow ID]

If something is stopping this payment, please call me on [phone number] so we can sort it out. If payment has already been made, please send us the payment slip.

Thank you,

[Your name]

[Your position], [Your company]

[Your company letterhead]

Replace everything in [brackets] with your own details, then delete this line.

[Date]

[Customer company name]

[Customer address]

Dear [customer name],

FINAL REMINDER: INVOICE [invoice number], RM[amount]

We refer to invoice [invoice number] dated [invoice date] for RM[amount], which was due on [due date]. It is now [number] days overdue. We sent reminders on [date] and [date] and have not received payment or a reply.

Please settle the full amount of RM[amount] by [day and date].

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]