THE SELF-EMPLOYMENT ASSOCIATION

[Insert contact details here]

[Insert your logo here]

[Name of the contact person at owing company]

[Name of owing company]

[Address of owing company]

[Date]

[Reference of unpaid invoice or services]

Dear *[Name of contact]*

RE: Outstanding payment *[Reference of unpaid invoice or services]*

The above invoice became overdue for payment of *[amount]* on *[date]* and the payment remains outstanding.

If there are legitimate reasons for non-payment or outstanding dispute, we have not been made aware of them. Where such an issue exists, we ask you to contact us within the next seven days to allow negotiation on this matter.

If no such reasons are present, we would be grateful to receive payment within seven days from the date of this notice. For your convenience the details for making payment are as below;

[Bank or payment details]

Yours sincerely,

[Signature]

[Title]
[Company name]