

UK Invoice Chasing Letter Pack

Three editable templates for polite, overdue and final payment reminders

How to use this pack. Replace every square-bracket field, attach the correct invoice, check the recipient and amount, and keep a dated copy of what you send. Match the tone to the relationship and do not threaten a step you are not prepared or entitled to take.

Important: These are general business templates, not legal advice. A formal Letter Before Action or Letter of Claim has additional requirements. Check the process that applies to the parties and jurisdiction before court action.

Quick checklist

- Confirm the recipient, amount, due date and payment terms.
- Attach the invoice and make the payment route obvious.
- Keep the tone factual and retain every reminder.
- Escalate gradually; a final reminder is not a formal legal letter.

1. Friendly payment reminder

Use when: Use shortly before the due date or within the first few days after it.

Subject: Reminder: invoice [invoice number] for [amount]

Hi [client name],

I hope you are well. This is a quick reminder about invoice [invoice number] for [amount], which was due on [due date].

If you have already arranged payment, please ignore this message. Otherwise, please let me know when I should expect it. I have attached the invoice again for convenience.

Payment details: [bank details or payment link]

Thanks,

[your name]

[your business]

Before sending: remove unused placeholders, check dates and figures, attach the invoice, and test the payment link.

2. Overdue invoice reminder

Use when: Use when the invoice is clearly overdue and the first reminder has not resolved it.

Subject: Overdue invoice [invoice number] - payment requested

Hi [client name],

Invoice [invoice number] for [amount] was due on [due date] and is now [days overdue] days overdue. I have not yet received payment or an explanation for the delay.

Please arrange payment by [new payment date], or reply today if there is a genuine query about the invoice. If cash flow is the issue, contact me before that date so we can discuss a realistic payment plan.

Payment details: [bank details or payment link]

Regards,
[your name]
[your business]

Before sending: remove unused placeholders, check dates and figures, attach the invoice, and test the payment link.

3. Final reminder before formal escalation

Use when: Use after previous reminders. This is a final commercial reminder, not a Letter Before Action.

Subject: Final reminder: overdue invoice [invoice number]

Dear [client name],

Despite earlier reminders, invoice [invoice number] for [amount], due on [due date], remains unpaid.

Please pay the outstanding balance in full by [final payment date] or contact me immediately with a substantive query or payment proposal. If I do not receive payment or an agreed response, I will review the formal recovery options available for this debt, including any applicable late-payment interest and the appropriate pre-action process.

This message is intended to give you a final opportunity to resolve the invoice without formal action.

Payment details: [bank details or payment link]

Yours sincerely,
[your name]
[your business]

Before sending: remove unused placeholders, check dates and figures, attach the invoice, and test the payment link.