Your name
Your address

To your client
address client

Place, date

**REGISTERED LETTER**

Dear,

SUBJECT: Your unpaid invoices

Upon reviewing our bookkeeping, we have to determine that the following invoices have unfortunately not been paid.

**(overview of all unpaid invoices)**

We are hereby requesting you to pay these invoices within three workdays.

You should understand that in the absence of payment, we are forced to take less comfortable measures which we would regret.

This letter serves as a formal notice of default.

This letter was written and sent without prejudice to all our rights and without any adverse admission.

Best regards,