Your name
Your Address

To your customer
Customer address

 Place and date

Dear Sir or Madam,

I have noticed that, despite reminders, you have failed to comply with the request for immediate payment.

Subject to current conditions, we wish to send you a formal notice of default for the payment of invoice no. [x] dated [xx/xx/xxxx] in the amount of [x] Euros.

The payment of the full amount of [x] Euros must be received by us before [xx/xx/xxxx] to account number BEXX.

Indien wij uw betaling niet ontvangen dan geven wij deze zaak door aan Unpaid voor verdere opvolging.

If we do not receive your payment by the above date, we shall pass the matter on to Unpaid for further follow-up.

This letter is sent to you with full reservation and with no acknowledgement of receipt.

Yours sincerely,

<name and signature>