|  |  |  |
| --- | --- | --- |
|  | | Sterling Cooper LLP  Oorsprongpark 1  3581 ES Utrecht  Financial department  T +31 30 1223545  billing@sterlingcooper.com  www.sterlingcooper.com |
| Date: |  | |
| Debtor number: |  | |
| Supervising lawyer: | «supervising\_users» | |
| **Subject:** | **Payment reminder** | |

«debtor.get\_debtor\_contact.salutation»,

It appears from our accounting records that we have not yet received payment for the invoice(s) set out below.

| **Date** | **Invoice** | **Matter** | **Days open** | **Invoice amount** | **Amount open** |
| --- | --- | --- | --- | --- | --- |
| «invoice.date» | «invoice.number» | «invoice.matters» | «invoice.days\_since» | «invoice.amount» | «invoice.outstanding\_balance» |
|  |  |  |  | **Total** | **«total\_outstanding\_balance»** |

We would like to remind you that outstanding amounts should be paid in full within «debtor.get\_payment\_deadline» days of the date of invoice. Therefore, we would kindly request that you check your own accounting records and ensure that the outstanding amounts are transferred to the account number [account information] referencing the invoice number(s).

Naturally, if we have received payment by the time you receive this letter, please disregard it and accept our apologies for any inconvenience caused.

Yours sincerely,

Joan Holloway

*Finance department*