[YOUR COMPANY NAME]
[ADDRESS] · [POSTCODE CITY] · DENMARK
VAT/CVR [CVR NO.]

[CUSTOMER COMPANY]
[ADDRESS]
[POSTCODE CITY, COUNTRY]

[CITY], [DATE]

PAYMENT REMINDER — Invoice [INVOICE NO.]

Our invoice [INVOICE NO.] dated [INVOICE DATE], due on [DUE DATE], remains unpaid.

Statement of account:

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    Invoice amount ....................... [AMOUNT] [CURRENCY]
    Late payment compensation ............ [40,00] EUR
    Interest to date ..................... [AMOUNT] [CURRENCY]
    -----------------------------------------------------------
    Total now due ........................ [TOTAL] [CURRENCY]
```

Under Directive 2011/7/EU on combating late payment in commercial transactions, we are entitled to statutory interest and to a fixed compensation for recovery costs. [Interest is charged at [RATE] % p.a. as agreed in our terms of sale.]

Please arrange payment by [NEW DEADLINE — at least 10 days ahead] to:

IBAN [IBAN] · SWIFT/BIC [BIC]
Reference: [INVOICE NO.]

If the invoice has already been paid, please disregard this letter.

Should payment not be received by the deadline, the claim will be passed to our legal department for recovery, and further costs will be added to your account. [Any dispute is subject to Danish law and the jurisdiction of [COURT], as agreed in our terms of sale.]

If there is anything about the invoice that needs clarifying, please contact us before the deadline — we would rather solve it than escalate it.

Yours sincerely

[NAME], [TITLE]
[YOUR COMPANY NAME] · [PHONE] · [EMAIL]