

Invoice : Statement

For my services I kindly request the following payment...	For my services I kindly request the following payment...	Formal, very polite	Please find enclosed invoice no. ... for ...	Please find enclosed invoice no. ... for ...	Formal, polite
The pro forma invoice will be faxed.	The pro forma invoice will be faxed.	Formal, direct	Payable immediately after the receipt of the goods.	Payable immediately after the receipt of the goods.	Formal, direct
The total amount payable is...	The total amount payable is...	Formal, direct	It is our company policy to invoice only in Euros.	It is our company policy to invoice only in Euros.	Formal, very direct

Invoice : Reminder

May we remind you that your payment for...is overdue.	May we remind you that your payment for...is overdue.	Formal, very polite	This is to remind you that the above invoice is still unpaid.	This is to remind you that the above invoice is still unpaid.	Formal, polite
According to our records, we have not yet received a remittance for above invoice.	According to our records, we have not yet received a remittance for above invoice.	Formal, polite	We would appreciate if you cleared your account within the next few days.	We would appreciate if you cleared your account within the next few days.	Formal, polite
Our records show that the invoice still has not been paid.	Our records show that the invoice still has not been paid.	Formal, direct	Please send your payment promptly.	Please send your payment promptly.	Formal, direct
We have not yet received payment for...	We have not yet received payment for...	Formal, very direct	Our Accounts department will only release this order for shipment if we receive a copy of your cheque/transfer.	Our Accounts department will only release this order for shipment if we receive a copy of your cheque/transfer.	Formal, very direct
If you have already sent your payment, please disregard this letter.	If you have already sent your payment, please disregard this letter.	Formal, polite			