

[type your company name here]

[
t
y
p
e

y
o
u
r

a
d
d
r
e
s
s

h
e
r
e
]

[
t
y
p
e

y
o
u
r

a
r
e
a

c
o
d
e
,

t
e
l
e
p
h
o
n
e

n
u
m

b
e
r
,
f
a
x

n
u
m
b
e
r

h
e
r
e
]
A
C
N

[
T
y
p
e

y
o
u
r

A
u
s
t
r
a
l
i
a
n

C
o
m
p
a
n
y

N
u
m
b
e

r
h
e
r
e
-
i
f
y
o
u
h
a
v
e
o
n
e
]

August 1, 1995

[
t
y
p
e

r
e
c
i
p
i
e
n
t
,
s

n
a
m
e

h
e
r
e
]
[
t
y
p

e
r
e
c
i
p
i
e
n
t
,
s

a
d
d
r
e
s
s

h
e
r
e
]

Dear [recipient's name],

Payment Due for Work

Your invoice [type their invoice number here] has been received but we must inform you that the work

being performed by your people has not yet been completed.

Areas where the work is incomplete are:

[list unfinished work here]

Until these works have been completed we are unable to finalise payment as you request.

Please advise

of the new date for completion of this project.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]