Initial Payment Reminder Email:

On the Day the Payment Is Due

Hi <First Name>,

I hope you're well.

A quick and friendly reminder that payment on invoice <number>, which we sent on <date>, is due today.

We want to ensure that our business stays on top of our accounts especially in these uncertain times so that we can give you the same support (if not better!) that you deserve.

If you have any questions, feel free to reply to this message or give us a call at <contact number> and I'd be happy to clarify them.

Chat soon!

Thanks,
<Your Name>

2nd Payment Reminder Email:
One Week After Payment Was Due

Hi <First Name>,

I know you're swamped, but I didn't want this to fall between the cracks so I'm sending you another quick and friendly reminder that invoice <number>, which we sent on <date> is now 7 days overdue.

We would appreciate it if you could check this out on your end.

Again, we want to ensure that our business stays on top of our accounts especially in these uncertain times so that we can give you the same support (if not better!) that you deserve.

If the payment has already been sent, please disregard this email.

If you need a copy of the invoice, please let me know, and I'd be happy to send it to you.

Chat soon!

Thanks,
<Your Name>

3rd Payment Reminder Email:
2 Weeks After Payment Was Due

Hi <First Name>,

I hope you're well.

We've sent a couple of reminders and our records show that we haven't yet received the payment for invoice <number>, which we sent on <date>, now 14 days overdue.

If you have any questions regarding this payment, please let me know. Attached is a copy of the invoice in case the original was lost or deleted.

We'd appreciate if you could reply to this message so we know you've received it.

If the payment has already been sent, please disregard this email.

Thanks,
<Your Name>

Final Payment Reminder Email:
One Month After Payment Was Due

Hi <First Name>,

Regrettably, we still have not received payment on the attached invoice, which is now 30 days overdue.

Please be aware of the terms that our company may charge you additional interest and place your account on hold until the payment is received.

Again, please reach out if you have any questions on this invoice as I'd be happy to clarify them.

If the payment has already been sent, please disregard this notice.

Kind regards,
<Your Name>