

Friendly reminder email template

To: (Insert recipient email (generally accounts payable) here)

CC: (insert other relevant emails (e.g. Business Director or owner) here)

Subject: Invoice Payment Reminder - IMPORTANT

Dear (insert accounts payable name)

Note: it is best if you use their name as it makes it more personal.

This is a friendly reminder that the following invoice is now 7 days overdue

Invoice Date: (insert date of original invoice)

Invoice No: (insert invoice number)

Invoice Amount: (insert invoice amount)

We understand that oversights happen but would appreciate prompt payment of this amount. Could you please let me know when I can expect payment? If payment has already been made please disregard this email.

Thanks in advance for your cooperation.

Best regards,

(Insert Name)

(insert position title)