**TEMPLATE   
 OVERDUE INVOICE LETTER**

Subject line: Overdue invoice [Invoice Number Here] for [Product/Service Here] due [Due Date Here]

Hi [Name],

I hope this email finds you well! This is a friendly reminder that we haven’t received payment for invoice [Invoice Number Here] for [Product/Service Here], which was due on [Due Date Here]. Just in case the invoice wasn’t received, please find it attached. As discussed previously, our invoice terms are [X] days from date of issue. Let us know when we can expect payment, and feel free to reach out if you have any questions.

Kind regards,

[Name]