**TEMPLATE
 OVERDUE INVOICE LETTER**

Hello [Client name],

[Inform them of the overdue payment.] [Use this sentence to provide additional details about the invoice, or combine this sentence with the first.] [Consider referencing the invoice here and attaching it to the end of your email.]

[Offer availability to speak about the invoice.] [Mention the possibility of a follow-up phone call, if you're interested.]

Best,

[Your name]