

Email invoice template

Subject line: Invoice **[number]** for **[products or services rendered]** due **[date]**

Hello **[client name]**,

I hope you're doing well. Please see the attached invoice for **[products or services]**. This invoice is due on **[date]**. If you have any questions, don't hesitate to reach out via **[communication method/s]** at **[contact information]**.

Thank you,

Sender name and email signature

Follow-up invoice email template

Subject line: Payment request for invoice **[number]**

Dear **[client name]**,

I'm contacting you in regards to invoice **[number]** for **[products or services rendered]**. The payment due date is **[date]**. See the invoice attached to this email for more information. Please let us know if you have any questions about this invoice or its due date.

Sincerely,

Sender name and email signature

Overdue invoice email template

Subject line: Overdue payment for invoice **[number]**

Dear **[client name]**,

We have yet to receive payment for invoice **[number]**, which was originally due on **[due date]**. The payment is currently overdue by **[x]** days.

Please let us know when we can expect to receive this payment. If you have any questions, don't hesitate to contact one of our customer service representatives.

Sincerely,

Sender name and email signature