

Payment Reminder Email: 7 Days After the Due Date

Subject: Invoice No. [mention Invoice Number] is 7 Days Overdue

Dear Mr. / Mrs. [name of the Recipient],

I am writing this email to let you know and remind that the sum of [mention Amount] for the invoice number [mention Invoice Number] is now overdue by 7 days. I have also written a reminder email to you about the same on [mention Date] which was the original due date of the same invoice.

It will be grateful if you look into this matter and try to resolve it as soon as you can. However, if you have already sent the payment then please do let me know in writing or inform me via a call. In case you have lost the invoice, please find attached with this email a copy of the original invoice.

Feel free to contact for any further details or inquiries. Thanking you in anticipation.

Respectfully,

[Sender Name]

[Sender Designation]

[Contact Details]