

Past-Due Invoice Email Template

Subject: Past-Due Invoice [mention Invoice Number] for [Product/Service] due on [mention Date]

Dear Mr. / Mrs. [Last Name of the Recipient],

I hope you to be fine. This is to inform you that we have not yet received the payment against the invoice number [mention Invoice Number] for the [mention Product/Service/Project]. The due amount is [mention Amount] and the invoice was due on [mention Due Date].

It will be great if you can confirm to us when we can expect to receive the payment. Please let us know if there is a problem in paying the due amount so we can reach out for some mutual agreement. Feel free to contact me anytime via the given below contact details.

Sincerely,

[Sender's Name]

[Sender's Designation]

[Contact Details]