



Simple, effective email templates for chasing overdue invoices without damaging relationships.

1. Friendly Reminder (7–10 Days Overdue)

Subject: Friendly Reminder – Invoice #[Invoice Number]

Hi [Client Name],

I hope you're well. I just wanted to follow up on invoice #[Invoice Number], which was due on [Due Date].

I'd be grateful if you could confirm it's in your system for payment. Let me know if you need another copy or if there's anything holding it up.

Thanks so much,
[Your Name]

2. Firm Follow-Up (14–21 Days Overdue)

Subject: Follow-Up – Invoice #[Invoice Number]

Hi [Client Name],

I wanted to follow up again regarding invoice #[Invoice Number], which is now [X] days overdue. We would really appreciate your prompt attention to this, as it's important for our cashflow.

If there's any issue with the invoice or payment process, please let me know.

Otherwise, please could you confirm a payment date?

Kind regards,
[Your Name]

3. Final Request Before Escalation (30+ Days Overdue)

Subject: Final Reminder – Outstanding Invoice #[Invoice Number]

Hi [Client Name],

We've followed up a couple of times on invoice #[Invoice Number], which is now significantly overdue.

We value our relationship and would prefer to avoid further action, but we do need to resolve this. Please arrange payment as soon as possible or contact me by [specific date] to discuss.

Thank you,
[Your Name]