



EMAIL TEMPLATE: SENDING AN INVOICE

Make your subject line clear

Readers see your subject line before your email. Mention your invoice in the subject line, so your reader knows this message is important. This also helps people find your email again in their inbox.

Make it easy to scan

Many busy clients only scan their emails quickly, so the important information should jump out at them: there's an invoice attached, and they need to pay it.

Include a payment deadline

You deserve to get paid. And you deserve to get paid on time. Make sure you give clients a clear payment deadline. This might feel awkward when you just start out, but it's standard practice for every business.

Formal

Subject line:

Your invoice [invoice number] from [your business name] is due on [due date]

Email content:

Dear [name],

Please find attached your latest invoice for [amount] which is due on [due date].

If you have any questions, please let me know.

Kind regards,

[Email signature]

EMAIL TEMPLATE: SENDING AN INVOICE



Casual

Subject line:

Your invoice is ready! Due by [due date]

Email content:

Hi [name],

I hope you're well and that the muscle ache from your run wasn't too bad!

As agreed, I have attached your invoice for [name of project or service] completed on [date]. This invoice is due on [due date].

All the payment details you need are included on the invoice and if you have any questions please let me know.

It's been a pleasure working with you and I hope you'll keep me in mind when similar projects come up in future.

Many thanks,

[Email signature]



EMAIL TEMPLATE: SENDING A PAYMENT REMINDER

Help clients pay in time

Clients don't want to be late with their payments. But they are very busy. So reminding them of outstanding invoices is good business. You get paid, and your clients feel good about paying in time. Everybody wins!

Explain effects of late payment

If you have a late fee in your terms and conditions, it can be legally required to mention a late fee in time. But even if it isn't, it is the decent thing to do. Being clear upfront helps you avoid unpleasant conversations down the line.

Ask your client to act

Sometimes clients need a concrete instruction to get things done. Ask your client to confirm that you will be paid in time or, even better, to give you a payment date. A clear request like this tells the client exactly what you expect: action.

Formal

Subject line:

Reminder: Invoice [invoice number] from [business name] is Due Tomorrow

Email content:

Dear [name],

This is a reminder to let you that Invoice [invoice number] is due tomorrow. As per my Terms and Conditions, a late payment fee will apply if payment becomes overdue by [set number of days after which a late fee applies] days.

I'd appreciate it if you could confirm that this is on track for payment.

If you have already arranged payment, please ignore this reminder.

Kind regards,

[Email signature]



EMAIL TEMPLATE: SENDING A PAYMENT REMINDER

Casual

Subject line:

Payment Reminder: Invoice [invoice number] is due tomorrow

Email content:

Hi [name],

I hope you're doing well. This is a friendly reminder that invoice [invoice number] is due tomorrow. As per my Terms and Conditions, a late payment fee will apply to payments overdue by [set number of days after which a late fee applies] days.

Please could you look into this from your side and confirm that payment has been arranged?

Many thanks,

[Email signature]



EMAIL TEMPLATE: PAYMENT OVERDUE

Formal

Subject line:

Late Payment Reminder: Invoice [invoice number] from [business name] is
Now Overdue

Email content:

Dear [name],

This is a reminder to let you that Invoice [invoice number] is now overdue. As per my Terms and Conditions, a late payment fee will apply if payment becomes overdue by [set number of days after which a late fee applies] days.

Please arrange your payment as soon as possible.

If you have already arranged payment, please ignore this reminder.

Kind regards,

[Email signature]



EMAIL TEMPLATE: PAYMENT OVERDUE

Casual

Subject line:

Late Payment Reminder: Invoice [invoice number] is now overdue

Email content:

Hi [name],

I'm writing to let you know that invoice [invoice number] is now overdue. As per my Terms and Conditions, a late payment fee will apply to payments overdue by [set number of days after which a late fee applies] days.

Please could you look into this from your side? I'd appreciate it if you could update me on this today.

As always, if you have any questions please let me know.

Many thanks,

[Email signature]



EMAIL TEMPLATE: LATE FEE APPLIED

Casual

Subject line:

Late Payment Fee Notice: Invoice [invoice number] from [business name] is Overdue

Email content:

Dear [name],

This is a reminder that Invoice [invoice number] due on [due date] is now overdue by [number of days or weeks since due date]. As per my Terms and Conditions, a late payment fee now applies.

Please arrange your payment today.

If you have already paid this invoice, please ignore this reminder.

Kind regards,

[Email signature]



EMAIL TEMPLATE: LATE FEE APPLIED

Casual

Subject line:

Late Payment Reminder: Invoice [invoice number] is overdue

Email content:

Hi [name],

I'm writing to let you know that invoice [invoice number] is still overdue. As per my Terms and Conditions, a late payment fee now applies.

Please could you arrange payment and give me an update today? As a small business, I rely on timely payments to keep serving my customers, which I'm sure you will appreciate.

As always, I'm happy to help if you have any questions.

Many thanks,

[Email signature]