**EMAIL TEMPLATE**

**How to Follow Up on Payments That are Past Due**

**Dear [Customer Name]:**

We are reminding you to settle your account balance that is [how many days] days past due. This invoice was due on [due date]. For your convenience, we have summarized below some pertinent invoice information:

**Invoice Number**: [Insert invoice number]

**Description**: [Insert service or product]

**Due Date:** [Insert due date]

**Balance overdue** $xxx.xx

We would appreciate if you can settle the balance no later than [insert new due date]. We accept payment via check, debit card, or credit card. If you wish to pay using debit or credit card, please reply to this email and we will send you a payment link to a secure online payment portal. If you wish to pay by check, you can mail it to [insert your mailing address].

If you can't pay in full by [insert new due date], please call us at (xxx) xxx-xxxx to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,

**[Your Name]**

**[Position/Job Title]**

**[Contact Details]**