**EMAIL TEMPLATE**

**How To Ask for Payment Upon Completion**

**Dear [Customer Name]:**

You will find an invoice attached below for the work that was completed. We have also summarized this information below:

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

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

**Total Amount**: $[insert amount]

**Deposit Required**: $[insert amount]

**Balance Due**: $[insert amount]

**Due Date:** [insert date]

We accept checks, debit cards, and credit cards for payment. 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 as [insert your mailing address].

If you have questions and concerns, you may call us at (xxx) xxx-xxxx.

Thank you for your business. We look forward to working with you in the future.

Sincerely,

**[Your Name]**

**[Position/Job Title]**

**[Contact Details]**