<link to portal>

**// If you have an online portal //**

Hi <first name>,

We value the relationship with <company name>.

Just wanted to draw your attention to <No. Of Invoices> invoices which have outstanding payments <Total Outstanding Due> in our record.

You have the following invoices <Invoice Numbers> due for payment by the date <Due Date>.

I would be glad to answer any questions you have about the invoices or help you choose a payment method convenient for your team.

You can also use our online portal to easily make ACH and credit card payments.

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>