<link to portal>

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

Hi <first name>,

Just wanted to let you that we have not received a payment for the following invoices : <Invoice Number> which are past their due date <Due Date>.

They are a total of <No. Of Invoices> in number amounting to <Outstanding Dues>

In case this is a mistake, please reach out to customer service at <contact number>

To make a payment

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
, click on the given link.

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>