<link to portal>

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

Hi <first name>,

I would not usually reach out to you for past-due invoices. However, the following invoices <Invoice Numbers> which come to a total of <No. Of Invoices> in number have been due for at least <number of days due> days.

We value your business and request you to please get payments initiated at the earliest.

I can answer any questions you may have about these invoices.

You could also make a payment or place a payment commitment at link.

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>