Hi <first name>,

Thank you for your recent order placed on <order date> for <order amount>.

This is to inform you that you do not have enough available credit to allow us to release this order for processing.

The outstanding and past due invoices are as follows

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Invoice Number | Amount | Due Date |
|  |  |  |  |

To remedy this situation and get your order released, you may view your outstanding orders and make payment on the portal at

A copy of outstanding invoices is also attached to this email for your convenience.

Please make the appropriate payments or contact me at <contact number> immediately to discuss a payment plan to ensure your order is released as soon as possible.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>

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