<link to portal>

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

Hi <first name>,

This is to bring to your attention that the following invoices <Invoice Number> are past-due date <Due Date>.

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

You are requested to make a payment at the earliest to ensure that future and in-progress orders are not delayed or impacted in anyway.

I will be available to answer any questions that you might have on these invoices.

Make payment on this portal.

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>