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

<link to portal>

Hi <first name>,

Thank you for doing business with us.

You have the following invoices <Invoice Numbers> due for payment on <date>

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

If you have an A/P run coming up, I would recommend getting these processed.

Let me know if you have any questions about these invoices.

You could also make a payment online using ACH or your credit card at our portal

Thanks,

<Sender’s Name>

<Sender’s Position>