**To:**  (Insert recipient email (generally accounts payable) here)   
**CC:**  (insert other relevant emails (e.g. Business Director or owner) here)  
Subject:  Invoice Payment Reminder - IMPORTANT

Dear (insert accounts payable name)

**Note:** it is best if you use their name as it makes it more personal.

This is a friendly reminder that the following invoice is now 7 days overdue

**Invoice Date:** (insert date of original invoice)

**Invoice No:** (insert invoice number)

**Invoice Amount:** (insert invoice amount)

We understand that oversights happen but would appreciate prompt payment of this amount. Could you please let me know when I can expect payment? If payment has already been made please disregard this email.

Thanks in advance for your cooperation.

Best regards,   
(Insert Name)   
(insert position title)