**Payment Reminder for Invoices 14+ Days Overdue**

**Subject:** [Your company name] -- Overdue Payment -- Invoice# [invoice number]

**Body:**

Hi [client's first name]

This is our third attempt to collect a balance of [invoice balance] for invoice# [invoice number] that was due on [due date]. Your payment is now [number of days overdue] overdue.

We kindly request that you immediately satisfy the balance or contact us at [company phone number] to make a payment arrangement.

Here is the link to your invoice [include link].

If we don't hear from you within the next 48 hours, we will have no choice but to escalate this matter.

I look forward to your reply,

[Your first name]