<link to portal>

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

Hi <first name>,

Just wanted to let you that we have not received a payment for the following invoices:

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

In case this is a mistake, please reach out to customer service at <contact number>

To make a payment, click on the given link.

Attaching the invoice for your reference

 Thanks,

<Sender’s Name>

<Sender’s Position>