<link to portal>

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

Hi <first name>,

We value the relationship with <company name>.

Just wanted to draw your attention to a few invoices which have outstanding payments.

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

I would be glad to answer any questions you have about the invoices or help you choose a payment method convenient for your team.

You can also use our online portal to easily make ACH and credit card payments.

Attaching the invoice for your reference

Thanks,

<Sender’s Name>

<Sender’s Position>