Hi <first name>,

This is to inform that you had made a commitment to pay for the invoice <invoice number> for amount <due amount> by <due date>.

However, we have not received a payment.

If you have made a payment already, please contact customer care at <contact number>

Or make a payment at the earliest on our portal.



 Attaching the invoice for your reference

 Thanks,

<Sender’s Name>

<Sender’s Position>

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