<link to portal>

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

Hi <first name>,

Thank you for doing business with us.

You have the following invoices due for payment on <date>

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

If you have an A/P run coming up, I would recommend getting these processed.

Let me know if you have any questions about these invoices.

You could also make a payment online using ACH or your credit card at our portal

 Thanks,

<Sender’s Name>

<Sender’s Position>