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Simply Business



# 5 Free Late Payment Templates

A Simply Business Guide

July 2020

# First payment reminder

One week before the payment is due

New Message



Recipients

**Reminder – Invoice #[number] is due next week**

Hey, [First Name],

Hope you're doing well. A week from today, payment for Invoice #[number], for [product/service], is due.

Please take a look at the invoice and let us know if you have any questions.

Thanks and have a great day!

[Sender]

*Highlight,  
copy & paste!*

Send





# Second payment reminder

On the day the payment is due

New Message



Recipients

**Reminder – Invoice #[number] is due today**

Hi, *[First Name]*,

This is a reminder that payment for Invoice #[number] (for \$[amount]), which we originally sent you on *[previous date]*, is due today. Details on accepted payment methods are included in the invoice.

If you have any questions, please let us know.

Thanks!

*[Sender]*

*Highlight,  
copy & paste!*

Send





# Third late payment reminder

One week after late payment was due

New Message — ↗ ✕

Recipients

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**Invoice #[number] is one week past due**

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Hi, [First Name],

We haven't received payment for the work we did for you. Invoice #[number], for \$[amount] is one week past due.

Please let us know if you need a copy of the invoice, and we can send that right over. If you've already made the payment, please ignore this reminder.

Thanks!

[Sender]

*Highlight, copy & paste!*

Send ▾

# Fourth late payment reminder

Two weeks after late payment was due

**New Message** — ↗ ✕

Recipients

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**Invoice #[number] is 2 weeks' past due**

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Hi, [First Name],

Payment for Invoice #[number], for \$[amount], was due 2 weeks ago.

Once payment is 30 days past due, you could be charged interest on top of the original amount due. This is a reminder so that doesn't happen.

If you have any questions, I'm happy to help. A copy of the invoice is attached to this email.

Can you please confirm you've received and read this email?

Thank you!

[Sender]

*Highlight, copy & paste!*

**Send** ▾



# Fifth & final late payment reminder

One month after payment was due

**New Message** — ↗ ✕

Recipients

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**Invoice #[number] from [date] is past due. Payment expected immediately**

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Hello, *[First Name]*,

Payment for invoice #[number] for \$[amount], originally sent on [date], is now a month past due.










Per the terms of our agreement, if payment is not received soon, you could be charged interest in addition to the original amount.

If you have any questions, please let me know. If not, please make payment for this project immediately.

Thank you.

[Sender]

*Highlight, copy & paste!*

**Send** ▾         

# About Simply Business

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Simply Business is an online business insurance brokerage that specializes in one thing: protecting the business our customers are working hard to build. We make it possible for our customers to choose the [small business insurance policy](#) they need, so they can get back to growing their businesses.