

NET 30 FOLLOW-UP EMAIL TEMPLATES

Get paid on time with these customizable follow-up email templates for every stage of the net 30 cycle.

1. Upcoming Payment Reminder: 3–5 Days Before the Due Date

To:

Cc Bcc

Subject: **Friendly reminder — Invoice [#1234] due soon**

Hi **[Client Name]**,

Just a quick reminder that invoice **[#1234]**, dated **[invoice date]**, is due on **[due date]**. Please let us know if you have any questions or need another copy of the invoice. We appreciate your timely payment.

Best,

[Your Name]
[Your Business]

2. Payment Due Reminder: On the Due Date

To:

Cc Bcc

Subject: **Invoice [#1234] is due today**

Hi **[Client Name]**,

This is a reminder that payment for invoice **[#1234]** is due today, **[due date]**. If payment has already been sent, thank you — no action needed. Otherwise, please let us know your payment status or if there's anything we can do to help.

Thanks again,

[Your Name]
[Your Business]

3. Past-Due Notice: 3–5 Days Late

To:

Cc Bcc

Subject: **Payment past due — Invoice [#1234]**

Hi **[Client Name]**,

We noticed that invoice **[#1234]** was due on **[due date]** and is now a few days past due. Just checking in to see if everything is on track. If you've already sent payment, please disregard this message. Otherwise, we'd appreciate an update.

Thanks for your attention to this,

[Your Name]
[Your Business]

4. Escalation Reminder: 7–10 Days Late

To:

Cc Bcc

Subject: **Follow-up on overdue invoice [#1234]**

Hi **[Client Name]**,

This is a follow-up regarding the outstanding payment for invoice **[#1234]**, which was due on **[due date]**. At this point, a late fee may be applied as outlined in our terms. Please let us know your payment status or reach out if there's an issue we should be aware of.

We're happy to work with you — just keep us in the loop.

Sincerely,

[Your Name]
[Your Business]

5. Final Warning: 10+ Days Late

To:

Cc Bcc

Subject: Final notice — Invoice [#1234] remains unpaid

Hi **[Client Name]**,

We've sent multiple reminders about invoice **[#1234]**, which is now **[# of days]** overdue. If payment isn't received by **[final date]**, we may need to suspend services or escalate collection efforts per our agreement.

We value your business and would prefer to resolve this directly — please reply today to confirm next steps.

Regards,

[Your Name]

[Your Business]