Hi [CLIENT NAME],

We hope you are doing well. With this email, we would like to inform you that an unpaid invoice is due to you. Your order for invoice number [INVOICE NUMBER] had been successfully fulfilled on [DATE]. The amount of [AMOUNT] against the same invoice is still due to you.

We request you to make the payment against the invoice we have sent you. An unwanted delay in making the due payment may impose late fees or other extra charges against you. So, please avoid these things by making instant payments. You can make an online payment referencing your invoice number.

Your instant payment will open a door for you to get a few more exciting offers from us. If you have any questions or any objections, please contact us immediately.

Thank you.

With best regards,

Finance Department,

[YOUR EMAIL]

[YOUR COMPANY]

