To:  (Insert recipient email here (generally accounts payable))
CC:  (insert other relevant emails (e.g. Business Director or owner))
Subject:  Overdue Invoice Reminder – URGENT ACTION REQUIRED

Dear (insert accounts payable name here)

Note: it is best if you use their name as it makes it more personal.

We regret to advise that the following invoice is now 14 days overdue:

Invoice Date: (insert date of original invoice here)

Invoice No: (insert invoice number here)

Invoice Amount: (insert invoice amount here)

We require immediate payment of this amount to avoid further action. Could you please let me know when we can expect payment?

If payment has already been made please disregard this email.

Thanks in advance for your understanding and cooperation.

Best regards
(insert Name)
(insert position title)