



# Accounts Receivable Reminder Email Template



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Having robust and consistent Accounts Receivable follow-up processes for outstanding and overdue amounts is critical for managing cash flow and working capital effectively.

One important process is to send customers an email reminder when payment is overdue. Below is an example 'Reminder email' you can copy to help you get started.

**To:** *(insert recipient email – generally accounts payable)*  
**CC:** *(insert other relevant email recipients e.g. director or owner)*  
**Subject:** Invoice Payment Reminder – IMPORTANT

**Dear** *(insert accounts payable name),*

This is a friendly reminder that the following invoice is now 7 days overdue:

Invoice Date: *(insert date of original invoice)*

Invoice No: *(insert invoice number)*

Invoice Amount: *(insert invoice amount)*

We understand that oversights happen but would appreciate prompt payment of this amount. Could you please let me know when I can expect payment? If payment has already been made, please disregard this email.

Thanks in advance for your cooperation.

**Kind regards,**  
*(insert name)*  
*(insert email signature)*

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