Hi (insert accounts payable name here)

It’s (your name here) from (insert Company Name here). I am contacting you to follow up an overdue invoice. I have sent you a few emails and really need to know when we can expect this to be paid. The invoice is now more than 30 days overdue and this is really impacting my business.

Quote the invoice details

Invoice Date: (insert date of original invoice here)

Invoice No: (insert invoice number here)

Invoice Amount: (insert invoice amount here)

Try and get a commitment to get the invoice paid that day. If they cannot pay it on the day, ask when it will be paid.

Ensure you follow up on the day that they say it is going to be paid and if it is still unpaid then move to the formal letter of demand.