



# INVOICE REQUEST

EMAILS

WorkLinker

## Example 1

**Subject:** Immediate Action Required: Pending Invoice #[**Invoice Number**]

Dear [**Name**],

I hope this email finds you well. I am writing to bring to your attention that payment for Invoice #[**Invoice Number**], issued for direct services rendered on [**Date of Service**], is now past due.

The total amount due is [**Amount Due**].

The invoice is attached to this email for your convenience and review. Should you have any questions or require further clarification regarding the services provided, please don't hesitate to contact us. We are committed to ensuring your complete satisfaction.

Timely payment is essential for our ongoing business operations, and your prompt attention to this matter is highly appreciated. Thank you for your immediate attention and cooperation.

Best regards,  
[**Your Name**]



## Example 2

**Subject:** Urgent: Outstanding Invoice #[Invoice Number] for Consulting Services

Hi [Name],

I trust this email finds you in good health. I'm reaching out to remind you about Invoice #[Invoice Number] for the consulting services I provided on [Date of Service]. The total amount due is [Amount Due], and I regret to inform you that the payment is now past due. For your convenience, the invoice is attached to this email.

If you have any questions or concerns regarding the services, please feel free to contact me directly. I'm committed to resolving any issues you may have and ensuring your satisfaction.

Your prompt attention to settling this invoice is crucial for the continued success of my business. I appreciate your immediate cooperation on this matter.

Best regards,  
[Your Name]



### Example 3

**Subject:** Immediate Attention Required: Overdue Invoice # [Invoice Number] for [Insert Name Of Service] Services

Dear [Name],

I hope this message finds you well. I am writing to bring to your attention that payment for Invoice # [Invoice Number], issued for marketing services provided on [Date of Service], is now past due. The total amount due is [Amount Due].

For your convenience, the invoice is attached to this email for your review. Should you have any questions or require further clarification regarding the services provided, please don't hesitate to reach out to us. My team and I are committed to ensuring your complete satisfaction.

Prompt payment is essential for the continued operation of my business, and your immediate attention to this matter is highly appreciated.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]



#### Example 4

**Subject: Urgent:** Overdue Invoice #[**Invoice Number**] from [**Company Name**]

Dear [**Name**],

I hope this email finds you well. I am writing to bring to your attention that payment for Invoice #[**Invoice Number**], issued by [**Company Name**] for services rendered on [**Date of Service**], is now overdue.

The total amount due is [**Amount Due**].

The invoice is attached to this email for your convenience and review. Should you have any questions or require further clarification, please feel free to contact me directly.

Your prompt attention to settling this invoice is crucial for our ongoing business operations and is highly appreciated. Thank you for your immediate cooperation.

Sincerely,  
[**Your Name**]



## Example 5

**Subject:** Immediate Action Needed: Unsettled Invoice #[**Invoice Number**] from [**Company Name**]

Dear [**Name**],

I trust this email finds you well. I am writing to inform you that payment for Invoice #[**Invoice Number**], provided by [**Company Name**] for services rendered on [**Date of Service**], is currently overdue.

The total amount due is [**Amount Due**].

Attached to this email is the invoice for your review and convenience. If there are any questions or if you require additional clarification, please don't hesitate to reach out to me.

Timely payment is essential for the smooth operation of our business, and your immediate attention to this matter would be highly appreciated.

Thank you for your cooperation and understanding.

Sincerely,

[**Your Name**]

