

Top Performing Reminder  
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**ezyCollect**

Subject: Overdue Payment Reminder <<Your Company Name>> Requests Response

Dear <<First Name>> / Valued Customer,

I've noticed that your account with <<Your Company Name>> is now overdue. This is just a courtesy reminder that our invoices are due <<Your Payment Terms>> after the invoice date. If you could make payment at your earliest convenience, we would greatly appreciate it.

Your oldest overdue invoice <<Oldest Overdue Invoice Number>> for <<Amount of Oldest Overdue Invoice>> is now <<Number of Days>> overdue.

Your total overdue debt is currently <<Total Amount Overdue>>, made up of the following invoices: <<Table of Overdue Invoices>>.

(Here's an example table of overdue invoices)

Invoice number	Date of invoice	Number of days Overdue	Amount of invoice	Amount owing on invoice
INV-0086	01/05/2017	15	\$88.00	\$88.00
INV-0097	07/05/2017	9	\$124.00	\$124.00
TOTAL			\$212.00	\$212.00

We offer a number of convenient ways to settle payment:

Pay by EFT: <<bank details>>

Pay online with credit card: <<online checkout>>

If you have already paid, or would like to speak with me about your invoices, please contact me on the number below.

Thank you in advance for your prompt attention and response.

Kind regards,

<<Your Name>>

<<Your Contact Details>>

<<Your Business Logo>>