

# How to Write a Past Due Invoice

## Email: Templates & Examples

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Every law firm knows the frustration of waiting on overdue payments. You’ve put in the time, delivered on your expertise, and upheld your commitment to a client—yet the payment fails to arrive on time.

A past due invoice is more than an inconvenience; it directly affects your firm’s cash flow, throwing off the financial balance you rely on to keep operations smooth and predictable.

A clear and consistent process for following up on overdue invoices is vital for law firms. Crafting well-timed, professional reminders and follow-ups can help address payment delays while preserving valuable client relationships.

### What is a Past Due Invoice?

A past due invoice is any bill that remains unpaid beyond the agreed payment period. In legal practice, invoices usually come with terms like Net 30, meaning payment is due within 30 days. Once the payment window closes without receipt, the invoice is considered overdue or past due.

Standard timeframes for past due invoices are:

Time Since Invoice Due	Follow-Up Approach	Suggested Tone/Action
30 Days	Gentle reminder	Friendly, polite reminder about the outstanding balance.

<b>60 Days</b>	Formal follow-up	Use more formal language and reiterate payment terms.
<b>90 Days</b>	Final notice	Issue a final notice; possibly mentioning potential legal action if need be

What's the difference between an outstanding invoice and a past due invoice? An outstanding invoice is just one that hasn't been paid yet, but is still within the agreed timeframe. Once that deadline passes, it turns into a past due invoice.

Past due invoices happen for various reasons. Sometimes clients forget about payment terms, misunderstand what they owe, or face financial difficulties. Disputes over the bill can also cause delays.

## Writing an Effective Past Due Invoice Email

Writing a past due invoice email that's clear, professional, and effective is doable with the right approach. Here's a simple guide to help you get it just right:

### 1. Invoice Number and Date

Start by indicating the invoice number and the date it was issued. This helps your client quickly recognize the bill without having to sift through their records or ask for clarification.

### 2. Amount Owed and Payment Terms

Clearly state how much is due. Highlighting the amount in bold can make it stand out. Also, reiterate the payment terms, like “Payment is due within 30 days of the invoice date.”

If there’s any uncertainty about when payment is expected, addressing it here can encourage prompt action.

### **3. Late Fees (If Applicable)**

Mention late fees, if there are any. While you might want to waive them for your first follow-up, reminding clients about these fees can motivate them to pay on time.

### **4. Payment Instructions**

Be clear about the payment methods you accept. Offering various options makes it easier for clients to settle their accounts. For instance, with [TimeSolvPay](#), clients can pay online or via mobile, which is convenient for those always on the go.

### **5. Contact Information for Questions**

Clients often have questions about their bills, so it’s a good idea to include an email address or phone number where they can reach you. This not only gives them peace of mind, but also makes it easier to clear up any misunderstandings quickly.

## 6. Friendly Yet Firm Language

The tone of your email matters a lot. Start with a friendly reminder to set a positive tone, and if the payment still isn't received, you can gradually shift to a firmer approach.

It's all about striking that balance of being polite while still making it clear that the payment is overdue and needs attention. Remember—you want to encourage action without coming off as confrontational.



FREE Legal Billing Terms Cheat Sheet

Legal billing terms can be confusing. Download our cheat sheet and get all the information you need!

[Get the e-book](#)

# Past Due Invoice Email Templates for 30-, 60-, and 90-Day Intervals

Whether you're reaching out for the first time or following up multiple times, using well-crafted templates can save you time and set a clear tone.

Here are some templates to help:

## 30-Day Past Due Reminder

*Subject: Friendly Reminder: Invoice # [Invoice Number] Now Due*

*Hi [Client's Name],*

*I hope you're doing well. We want to follow up on Invoice #[Invoice Number], which was issued on [Date]. The total balance of [Amount] was due on [Due Date]. If the payment has already been sent, please disregard this message.*

*Otherwise, you can settle this invoice easily via [Payment Method]. If you have any questions, please feel free to reach out at [Contact Information].*

*Thank you for your attention to this matter, and we look forward to hearing from you soon.*

*Best regards,*

*[Your Name]*

## 60-Day Past Due Notice

*Subject: Important: Invoice # [Invoice Number] is 60 Days Overdue*

*Dear [Client's Name],*

*We want to reach out again regarding Invoice # [Invoice Number] from [Invoice Date]. Currently, there is a balance of [Amount] that was due on [Due Date]. Our records show this payment is now 60 days overdue.*

*We kindly ask that you remit payment at your earliest convenience. For your convenience, we accept payments via [Payment Method], or you can log into our client portal to settle your balance directly.*

*Please contact us if there's anything we can do to help resolve this matter.*

*Sincerely,*

*[Your Name]*

## 90-Day Past Due Final Notice

*Subject: Urgent: Final Notice for Invoice # [Invoice Number]*

*Dear [Client's Name],*

*This is our final notice regarding Invoice # [Invoice Number] dated [Invoice Date] with an outstanding balance of [Amount]. This invoice is now 90 days past due, and we must request immediate payment.*

*Please be advised that, per our agreement, this invoice may now be subject to late fees. Continued non-payment may result in further action, which could include legal avenues.*

*We value your business and hope to resolve this matter promptly. Please get in touch if you would like to discuss payment options.*

*Regards,*

*[Your Name]*

Now that you have the templates for 30-, 60-, and 90-day notices, it's clear that effective communication is key when clients miss payment deadlines. A well-crafted payment follow-up email sample can make all the difference.

Consider these alternative invoice follow-up email templates to enhance your communication strategy:

## **Payment Plan Proposal**

If you sense that your client may be struggling financially, offering a payment plan can demonstrate your willingness to work with them. This template opens the door for negotiation.

*Subject: Proposal for Payment Plan on Invoice #[Invoice Number]*

*Dear [Client's Name],*

*I hope this message finds you well. I want to discuss Invoice #[Invoice Number], which is currently overdue. We understand that circumstances can sometimes make timely payments challenging.*

*To help ease this situation, we'd like to propose a payment plan that works for both of us. Please let me know if you'd be open to discussing this further.*

*Thank you for considering this option, and I look forward to your response.*

*Warm regards,*

*[Your Name]*

## **Late Fee Notification**

This template clearly communicates the potential consequences of continued non-payment, such as late fees or other penalties. It's important to maintain professionalism while conveying urgency.

*Subject: Important: Late Fees on Invoice #[Invoice Number]*

*Hi [Client's Name],*

*I hope all is well with you. I'm writing to remind you that Invoice #[Invoice Number] is now overdue by [Number of Days] days. As per our agreement, a late fee of [Late Fee Amount] will be applied if payment is not received by [New Due Date].*

*We value your business and would prefer to resolve this amicably. If there are any issues or questions regarding the invoice, please don't hesitate to*



*reach out.*

*Thank you for your prompt attention to this matter.*

*Best regards,*

*[Your Name]*

## **Service Suspension Warning**

If applicable, this template informs the client that continued non-payment could result in the suspension of services. It emphasizes the importance of timely payments in maintaining service continuity.

*Subject: Service Suspension Warning for Account #[Account Number]*

*Hi [Client's Name],*

*I hope everything is going well on your end. I'm reaching out about Invoice #[Invoice Number], which has been overdue since [Due Date].*

*Please note that if we do not receive payment by [Final Due Date], we may have to suspend services until the balance is cleared. We truly value your business and would like to avoid any disruption in our services.*

*Thank you for addressing this matter promptly.*

*Best wishes,*

## Streamline Your Collections with TimeSolv

Keeping your cash flow steady is vital for any law firm, and having a solid game plan for managing past due invoices can make a world of difference. When you send follow-up emails that are timely, clear, and professional, you're not just improving your collections, but you're also fostering better communication with your clients and strengthening those valuable relationships.

That's where TimeSolv comes in. Our [invoicing tool](#) is built to help you manage collections more effectively. With customizable billing templates, automated reminders, and a user-friendly client portal, we make it easy for clients to pay their bills. By simplifying the invoicing process, TimeSolv allows you to focus on what truly matters—your clients, not the overdue invoices.

Ready to reduce past due invoices and take the hassle out of billing? [Schedule a demo](#) today and see how TimeSolv can transform your collections process!



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