

How to Write a Past Due Invoice Reminder Email: Past Due Bill Templates and Invoice Email Samples for Law Firms

Every law firm knows the frustration of waiting on overdue payments. You have 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 past due invoice reminder emails, backed by a solid past due bill template and a steady invoice email sample, 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.

What is the difference between an outstanding invoice and a past due invoice? An outstanding invoice is just one that has not 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.

What “Past Due, Please Remit” Means in a Reminder

You have probably seen the phrase “past due, please remit” on collection notices and reminder emails. The past due please remit meaning is straightforward. It tells the client that the invoice is now overdue and that the firm is asking them to send payment as soon as possible. Used in a past due invoice reminder, this short phrase signals urgency without escalating tone.

Writing an Effective Past Due Invoice Reminder Email

Writing a past due invoice email that is clear, professional, and effective is doable with the right approach. Here is 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 is 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 is 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 is not received, you can gradually shift to a firmer approach. It is all about striking that balance of being polite while still making it clear that the payment is overdue and needs attention. You want to encourage action without coming off as confrontational.

Past Due Invoice Reminder Templates for 30, 60, and 90 Days

Whether you are reaching out for the first time or following up multiple times, using well-crafted templates can save you time and set a clear tone. The past due bill templates and invoice email samples below give you a starting point you can drop into your billing workflow.

30-Day Past Due Bill Template

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

Hi [Client's Name],

I hope you are 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 Invoice Email Sample

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 is anything we can do to help resolve this matter.

Sincerely,
[Your Name]

90-Day Strong Letter for Outstanding Payment Email

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 is 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 would like to propose a payment plan that works for both of us. Please let me know if you would 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 is 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 am 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 do not 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 am 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,
[Your Name]*

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 past due invoice reminder emails that are timely, clear, and professional, you are not just improving your collections, you are also fostering better communication with your clients and strengthening those valuable relationships.

That is 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.