



COMMUNICATION TEMPLATES

Invoice reminder email templates

Professional invoice reminder wording for before the due date, on the due date, and when a payment needs attention.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You need to follow up on payment without damaging the relationship.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Confirm invoice details**

- ☐ 02 **Use the correct tone**

- ☐ 03 **State the balance and due date**

- ☐ 04 **Link the payment method**

- ☐ 05 **Set a next date**

- ☐ 06 **Record the response**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.