Invoice follow-up mini-pack

Three neutral, copy-ready email templates for independent studios. A separate blank CSV follow-up log is available alongside this PDF.

Sample file · for evaluation
This is a practical sample, not a paid product listing, legal advice, or accounting advice. Adapt timing and wording to your agreement and local rules.

1 · Friendly check-in

Subject: Checking in on invoice [invoice reference]

Hi [client name],

I'm checking in on invoice [invoice reference] for [project or service], due [due date]. Could you let me know whether anything is needed from me to process it?

If you have already arranged payment, thank you—please ignore this note.

Best,
[your name]

2 · Follow-up with a status request

Subject: Follow-up: invoice [invoice reference]

Hi [client name],

I'm following up on invoice [invoice reference] for [project or service]. My records show it is still open as of [today's date]. Could you confirm the expected payment date, or let me know if any detail needs correcting?

Thanks,
[your name]

3 · Close the loop

Subject: Next step for invoice [invoice reference]

Hi [client name],

I haven't yet received an update on invoice [invoice reference]. Please share the current status when convenient, or flag any discrepancy so we can resolve it. If payment is already in progress, no further action is needed.

Best,
[your name]