

Polite Invoice Chase Email Templates

Five copy-paste templates Ledgerly Pro's AI uses to chase late-paying UK clients.

1. Friendly nudge — 3 days overdue

Hi [Name],

Just a quick nudge — invoice **[INV-0001]** for £[amount] was due on [date]. I appreciate things slip through the cracks, so I'm sure it's nothing — but could you take a quick look when you get a chance?

Payment link: [\[link\]](#)

Thanks,
[Your name]

2. Polite reminder — 7 days overdue

Hi [Name],

Hope you're well. Invoice **[INV-0001]** is now 7 days overdue and I wanted to check it's reached the right person on your end.

Could you confirm receipt or let me know if any details have changed?

Best,
[Your name]

3. Firm follow-up — 14 days overdue

Hi [Name],

Following up again on invoice **[INV-0001]**, now 14 days past its due date of [date]. Could you please confirm a payment date by close of business this Friday?

I'm happy to set up a payment plan if cashflow is tight — just let me know.

Regards,
[Your name]

4. Pre-statutory interest notice — 21 days overdue

Hi [Name],

Invoice **[INV-0001]** is now 21 days overdue. Under the Late Payment of Commercial Debts (Interest) Act 1998 I'm entitled to apply statutory interest at 8% + Bank of England base rate.

I'd prefer not to. Could you confirm a payment date by [date]?

Thanks,
[Your name]

5. Final notice — 30+ days overdue

Hi [Name],

This is a final notice for invoice **[INV-0001]**, now more than 30 days overdue. If payment isn't received by [date], I'll have to pass this to a debt recovery service and apply statutory interest and compensation.

I'd much rather settle this directly. Please confirm payment by [date].

Regards,
[Your name]