**45-day reminder:**

Hi [client’s name],

Here’s your invoice.

Thanks,

[Your Name]

Your Name | www.yourwebsite.com | 212-555-1212

**60-day reminder:**

Hi [client’s name],

I haven’t received your check yet. Please make payment at your earliest convenience. If you’ve already sent a check, please disregard this message.

Thanks,

[your name]

Your Name | www.yourwebsite.com | 212-555-1212

**75-day reminder:**

Your account is overdue. Please make payment as soon as possible. If there’s any problem making payment, please call me at your earliest convenience.

Thanks,

[your name]

Your Name | www.yourwebsite.com | 212-555-1212