

Payment Reminder Messages

Copy a message, replace every bracketed placeholder, and adjust the tone to suit the customer relationship.

01 | FRIENDLY | Friendly reminder

Hello [Customer Name], this is a friendly reminder about ₪[Amount] for [Order/Service], reference [Invoice/Order Number]. It is due on [Due Date]. Payment details: [Payment Details]. [Friendly Closing]

02 | PROFESSIONAL | Due today

Hello [Customer Name], a quick reminder that ₪[Amount] for [Order/Service] is due today, [Due Date]. Reference: [Invoice/Order Number]. Payment details: [Payment Details]. Thank you.

03 | PROFESSIONAL | Overdue

Hello [Customer Name], payment of ₪[Amount] for [Order/Service], reference [Invoice/Order Number], is now overdue. Please let us know when payment will be completed or if you need the details resent.

04 | FIRM | Final reminder

Hello [Customer Name], this is our final reminder for ₦[Amount] on [Invoice/Order Number]. Please complete payment using [Payment Details] or contact us today to agree the next step.

05 | PROFESSIONAL | Partial payment received

Thank you, [Customer Name]. We received a partial payment of ₦[Amount Paid] for [Order/Service]. The remaining balance is ₦[Amount], due [Due Date].

06 | FRIENDLY | Payment confirmation

Thank you, [Customer Name]. We have received ₦[Amount] for [Order/Service], reference [Invoice/Order Number]. Your payment is confirmed. [Friendly Closing]

How to use this template

A short checklist for completing your message resource.

1. Choose the message that best matches the situation and customer relationship.
2. Replace every bracketed placeholder and review names, amounts, references, and dates.
3. Adjust the wording so it reflects your business voice before sending.
4. Keep a copy of important customer communication for your records.

IMPORTANT

Adapt this template to your business needs. This resource is educational and does not replace legal, tax, accounting, financial, or regulatory advice.