



MINUTE OF YOUR TIME PODCAST:

NON-PAYMENT EMAIL SCRIPT

A SAMPLE TEMPLATE

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INITIAL EMAIL ONCE INVOICE HAS REMAINED OPEN AND UNPAID

Dear Client,

Following up on the open invoice I have for you that was sent on on February 07, 2020. Please let me know if there is necessary information missing from the invoice or a method of payment that would be easier to close out the invoice.

Best,

**WHEN THE INTIAL EMAIL GOES WITHOUT
RESPONSE OR PAYMENT**

Dear Client,

This is a follow up to the email sent on March 29, 2020 regarding the open invoice I have for your team. Based on the terms of our agreement payment was due on March 07. Please let me know if there is a more appropriate contact I should connect with to expedite resolution.

**THE FORTUNE
IS IN THE
FOLLOW UP**

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