2026 EDITION

BEGINTHINGS STARTER PACK

Overdue Invoice Reminder Pack

10 ready-to-send payment reminders for freelancers, from a polite day-1 nudge to a firm final notice. Email wording plus short WhatsApp versions. Fill in the brackets and send.

10 messages | Email + WhatsApp | Day 1 to day 30+ | Editable DOCX included

Adapted from The Freelancer Cash Lock Kit. Built for freelancers, consultants and solo studios who do great work and want to be paid for it.

How to use this pack

Chasing payment feels awkward because it feels personal. It isn't: it's admin. The fix is to decide the schedule once, in advance, and then just follow it. Each message below is pinned to a day after the due date, starting warm and getting firmer only as the delay drags on.

1. **Fill the brackets.** [Name], [#0042], [amount], [date], [payment link]. Keep the invoice number in every message so the thread stays easy to find.
2. **Send at a set time.** Same time of day, on the scheduled day. It reads as process, not frustration.
3. **Make paying one tap.** Include a UPI or payment link in every reminder. Remove every excuse to delay.
4. **Only use what you agreed.** Mention late fees, pausing work or withholding files only if they are in your written agreement or terms.
5. **Stop the moment they pay.** Then send the bonus thank-you note.

The schedule at a glance

#	When	Tone	Channel
1	Day 1 overdue	Polite nudge	Email + WhatsApp
2	Day 3	Friendly check-in	Email + WhatsApp
3	Day 7	Ask for a date	Email + WhatsApp
4	Day 10	Loop in accounts	Email + WhatsApp
5	Day 14	Firm, still polite	Email + WhatsApp
6	Day 14+	Pause-work notice	Email + WhatsApp
7	Day 18	Offer a payment plan	Email + WhatsApp
8	Day 21	Request a quick call	Email + WhatsApp
9	Day 30	Final notice	Email only
10	After the deadline	Formal last letter	Email only
★	On payment	Thank-you	Email + WhatsApp

Illustrative wording only. Timings, late fees and remedies are examples; adapt them to your agreement and situation. This pack is not legal advice.

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