

Free Client Follow-Up Mini-Pack

3 copy-paste emails for freelancers. Replace every [bracket] before sending.

1. Before it is due (send 3 days early)

Subject: Invoice [Invoice #] due [Due Date]

Hi [Client Name],

Friendly heads-up that invoice [Invoice #] for [Amount] is due on [Due Date].
Payment link: [Payment Link]

If it should go to someone else on your team, just tell me who and I will forward it.

Thanks!
[Your Name]

2. About two weeks late (firm, still friendly)

Subject: Invoice [Invoice #]: payment date?

Hi [Client Name],

Invoice [Invoice #] for [Amount] was due [Due Date], so it is now about two weeks past due. I followed up on [Reminder Date].

Could you reply with the date payment will go out? If something is blocking it (PO, wrong contact, a correction), tell me and I will fix it today.

Payment link: [Payment Link] (invoice attached)

Thanks,
[Your Name]

3. Proposal went quiet (close the loop)

Subject: Should I close the file on [Project]?

Hi [Client Name],

I have not heard back on the [Project] proposal, so I am guessing timing or priorities shifted. Totally fine.

Should I close this out for now, or check back in [Month]? A one-word reply is perfect.

Thanks,
[Your Name]

Want the full sequence?

Chase-Free Client Follow-Ups: 12 copy-paste emails (soft nudge, value bump, deadline, final notice, proposal follow-ups) + a payment tracker CSV. \$19, instant download, 30-day refund.

<https://optimize68.gumroad.com//ylwbax>

More free guides: <https://chase-free-followups.vercel.app/seo/>

Practical communication guidance only, not legal advice.