**1st reminder email chaser**

Our records show that the attached invoice is now overdue for payment.

I would be grateful if you could look into this and arrange for payment to be made as soon as possible, or advise us if there is an issue which may be preventing payment being made.

If you have been adversely impacted by the Covid-19 outbreak and this is affecting your ability to make payment, please contact us as soon as you can.

Our preferred method of payment is via bank transfer and our bank details are included on our invoices. Please quote your invoice number as the payment reference, if you issue remittance advices please email to [UFS\_CM@admin.cam.ac.uk](mailto:UFS_CM@admin.cam.ac.uk)

If you have made a payment within the past 7 days please disregard this reminder.

Your time spent on this matter is very much appreciated.

**2nd reminder email chaser**

Further to my previous e-mail dated [ ] our records show that the attached invoice is still overdue for payment.

I would be grateful if you could look into this as a matter of urgency and arrange for payment to be made as soon as possible.

If you have any unresolved problems concerning your account**,** or you have been adversely impacted by the Covid-19 outbreak and this is impacting your ability to make payment**,** please contact us as soon as you can.

Our preferred method of payment is via bank transfer and our bank details are included on our invoices. Please quote your invoice number as the payment reference, if you issue remittance advices please email to [UFS\_CM@admin.cam.ac.uk](mailto:UFS_CM@admin.cam.ac.uk)

Your time spent on this matter is very much appreciated.