

Oh, You Forgot to Pay Me?

Late Payment Email Templates for Locums (Vet Nurses & Vets)



Hey Locum Legends,

Chasing payments isn't fun — but being professional and prepared makes it a LOT easier.

Here are your ready-to-go email templates for when a practice "forgets" to pay you. Stay calm, stay professional, and secure that bag.

from:


Friendly Reminder Email (Polite Nudge)

New Message

To : Vet practice Manager

Subject : Invoice #[XXX] — Follow-Up

Hi [Practice Manager Name],

I hope you're well!

Just a quick follow-up regarding my invoice #[XXX] sent on [Date]. I wanted to check if it has been received and processed for payment.

I have attached the invoice on this email for reference.

Thank you so much!

Best regards,

[Your Name]

[Your Contact Info]



Remind me



Save as Draft



Send Now

First Formal Reminder (Firm but Professional)

New Message ×

To: Vet practice Manager

Subject: Invoice #[XXX] — Payment Overdue

Hi [Practice Manager Name],

I'm writing to remind you that my invoice #[XXX], dated [Date], was due for payment on [Due Date] and is now overdue.

Under the Late Payment of Commercial Debts (Interest) Act 1998, I am entitled to charge statutory interest and late payment fees if the invoice remains unpaid.

Please can you confirm when payment will be made?
A copy of the invoice is attached for your convenience.

Kind regards,
[Your Name]
[Your Contact Info]



Remind me



Save as Draft



Send Now

Final Reminder

New Message



To: Vet practice Manager

Subject: Final Reminder -Invoice #[XXX]

Hi [Practice Manager Name],

Despite previous reminders, my invoice #[XXX] remains unpaid.
Payment was due on [Due Date].

Please be advised that if payment is not received within [7] days, I will have no choice but to begin formal recovery proceedings, which may include statutory interest, compensation, and additional recovery costs.

I would prefer to resolve this matter amicably and promptly. Please confirm payment today.

Kind regards,
[Your Name]
[Your Contact Info]



Remind me



Save as Draft



Send Now

Escalate if Necessary

- ✓ Small Claims Court (easy online process for debts under £10k)
- ✓ Debt Recovery Agency (some charge a fee, others collect costs from the debtor)
- ✓ Letter Before Action (official notice warning them you're serious)

How We Can Help

- MFL community - ask fellow locums

