SAMPLE EMAIL & LINK TO BROCHURE

[Download smartAR Fee Funding Brochure for Clients](https://smartar.com/smartar-fee-funding-brochure-for-clients/)

Hi [NAME],

**Re: [INVOICE NAME] – Outstanding balance: $[BALANCE] – [INVOICE NUMBER]**

I am contacting you today with regards to the balance of the invoice [NUMBER] above. Thank you for the payments received towards this invoice to date, I have attached a statement for reference.

At [FIRM NAME], we pride ourselves on following best business practices, and for that reason, we are moving all in house payment plans to a professional provider. While we are no longer entering into internal payment arrangements, we do recognise the importance of having a cashflow friendly option. That’s why we will be using smartAR Fee Funding to administer our payment arrangements.

**smartAR Fee Funding loan agreement**

For the current outstanding balance to align with payments being made, we would look to move your arrangement to [TERM] month term with smartAR Fee Funding. I have attached the smartAR Fee Funding document for completion, along with some information around smartAR. Should you wish to look into a different term, please give us a call.

Alternatively, payment can be made in full by either [PAYMENT OPTIONS]. Please ensure that payment is made in full or Fee Funding documents returned completed by **[DATE].**

Should you have any questions, please don’t hesitate to ask. Thank you in anticipation of your prompt assistance.

Kind regards,  
[NAME]