**Email subject**: Payment for invoice #\_ **(add invoice number)** is due today

**Email body**:

 Hi \_ **(add the client’s first and last name)**,

Hope you’re doing well. This is just to remind you that invoice #\_ **(add invoice number)** with a total of \_ **(add currency and amount due)** I’ve sent you on \_ **(add month and date)** is due today. You can make your payment to the bank account named on the invoice.

If you have any questions, please contact me.

Best Regards,

\_ **(add your first and last name)**

**Instructions**

1. **Copy and paste the email subject to your email**
2. **Copy and paste the email body to your email**
3. **Add the bracketed data**