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**