

**Email subject:** Payment for invoice #\_ **(add invoice number)** is one week overdue

**Email body:**

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

According to my records, I have yet to receive payment in the amount of \_ **(add currency and amount due)** for invoice #\_ **(add invoice number)** sent on \_ **(add month and date)**, which is now one week overdue. Attached is a copy of the invoice with the amount due, for your convenience.

If you've already made the payment, please ignore this email. If you have not yet made the payment, please do so at your earliest convenience.

Thanks,  
\_ **(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**