

Email subject: Payment for invoice #_ **(add invoice number)** is two weeks overdue

Email body:

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

I have written to you several times to remind you of the pending invoice _ **(add invoice number)** in the amount of _ **(add currency and amount due)**. As another reminder, payment for the said invoice is now two weeks overdue.

If you have any questions about the payment, please let me know. I'm also attaching a copy of the invoice in case you did not receive the original, for whatever reason.

In case you've already made the payment, please ignore this email.

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**