

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

Email body:

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

This is another reminder that you have yet to pay invoice #_ **(add invoice number)** for the amount of _ **(add currency and amount due)** to my bank account. Please be aware that, according to the terms of my business, I may ask for an additional fee to be paid for all invoices that are more than 30 days past their payment date.

Again, if you have any questions regarding your payment, please reach out to me as soon as possible. If not, please make the payment immediately.

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**