**Email subject**: Invoice #\_ **(add invoice number)**

**Email body**:

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

I hope you’re having a great week. I’m sending you invoice #\_ **(add invoice number)** with the total of \_ **(add currency and amount due),** which is due on \_ **(add month and date)**.

You’ll find the required payment information in the invoice.

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**