TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment Reminder: Invoice #01 – Due Today

Hi Maria,

Good morning! I just wanted to remind you that invoice #1, totaling $1,000, is due for payment today **[Date]**.

I’ve attached a copy of the invoice for your convenience. Payment can be made by direct deposit, bank transfer, or check.

Best wishes,

Rick Roberts