**Email subject:**Invoice #10237 is two weeks overdue

**Message:**

Hi John Doe,

I wrote to you several times to remind you of the pending amount of $5,400 for invoice #10237. As another reminder, payment was due two weeks ago.

If you have any queries regarding this payment, please let me know. I’ve also attached a copy of the invoice to this email, in case the original was lost or deleted.

Could you reply to this message and let me know you’ve received it? Thank you.

Regards,  
Jane Doe