**OVERDUE INVOICE LETTER FOR THE SAME DAY**

Dear Michael,

I'm writing to remind you that the payment for your account's invoice is due today. For your convenience, I'll attach a copy of this invoice, below, in case you need to update your records. The total balance of invoice number 46 is $900.00.

Please let me know if you have any questions about this invoice. If the payment is already on its way, please disregard this email. Thank you for your time!

Best,

Jamal Williams