**Initial Payment Reminder Email: One Week Before the Due Date**

**Email subject:**Follow-up on invoice #10237

**Message:**

Hi John Doe,

I hope you’re well. This is just to remind you that payment on invoice #10237, which we sent on March 25th, will be due next week.

I’m sure you’re busy, but I’d appreciate if you could take a moment and look over the invoice when you get a chance. Please let me know if you have any questions.

Thank you!Jane Doe