**the subject of the email:**

Invoice for an account number (36572) due today

**Message:**

Hi (Receivers name)

This is to remind you that payment of an invoice for an account number (36572) is due today. The total amount is ($6400). Please make your payments to the account number specified on the invoice.

Attached is a copy of the invoice. If you have any questions concerning the same, I will be happy to answer.

Thanks,

(senders name)