Casual Collection Email Template

Subject: Payment Reminder â€" [Invoice Number]

Hi [Client Name],

Just a quick note to remind you about the payment for invoice [Invoice Number] dated [Invoice

Date]. We know these things can slip through the cracks, so we thought a friendly nudge would

help.

Thanks for taking care of this. Let us know if you need any details from our side.

Best,

[Your Name]

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