Dear [CLIENT\_NAME],

I hope this message finds you well. I am excited to inform you that a new project has been approved and is now available in your Project Binder.

Project Details:

- Project Name: [PROJECT\_NAME]

- [PAYMENT\_TYPE] Invoice Number: [INVOICE\_NUMBER]

- [PAYMENT\_TYPE] Due Date: [DUE\_DATE]

- [PAYMENT\_TYPE] Amount Due: $[PAYMENT\_DUE]

To ensure a smooth process, please take the following actions:

1. Click on the following link to view the project details: [PROJECT\_LINK]

2. Review the project scope and details carefully.

3. Complete the attached questionnaire and upload it to your project details page.

4. You can follow this link to view and make a payment for the [PAYMENT\_TYPE]: [PAYMENT\_LINK]

5. Please make sure to complete the payment by the due date ([DUE\_DATE]). Failure to do so may result in project cancellation.

If you have any questions or require further assistance, please don't hesitate to contact me.

Thank you for choosing Soft Subversion for your photography needs. I look forward to working with you on this exciting project!

Carley Brown

Photographer/Videographer

Soft Subversion

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