Dear [CLIENT\_NAME],

I hope this message finds you well. I wanted to provide you with a brief update on the status of your ongoing project, [PROJECT\_NAME], and draw your attention to the pending invoice associated with it.

Invoice Summary:

* Invoice Number: [INVOICE\_NUMBER]
* Due Date: [DUE\_DATE]
* Amount Due: $[PAYMENT\_DUE]

To access and review the invoice details, please follow this link: [INVOICE\_LINK].

Your prompt attention to the following is greatly appreciated:

1. **Review Invoice Details:** Take a moment to thoroughly review the provided invoice details.
2. **Make Payment:** Initiate the [PAYMENT\_TYPE] payment by utilizing the secure payment link: [PAYMENT\_LINK].
3. **Ensure Timely Payment:** Please ensure the payment is completed on or before the due date ([DUE\_DATE]) to avoid any potential disruptions to the project timeline.

Should you have any questions or require clarification regarding the invoice or any other project-related matter, feel free to reach out to me.

Thank you for your continued collaboration on this project. Your timely action on the invoice is crucial, and I appreciate your attention to this matter.

Best regards,

Carley Brown Photographer/Videographer

Soft Subversion

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