

3. Reminder Email

From: dimplerangee123@gmail.com

To: accounts@vendorcorp.com

Subject: Reminder: Outstanding Invoice INV-3342

Dear Accounts Team,

I hope you are doing well. This is a friendly reminder regarding the pending payment for Invoice INV-3342, dated 28th June. As per our agreement, the due date was 12th July.

Kindly process the payment at your earliest convenience or let us know if you require any clarification.

Thanks and Regards,
dimple rangee.