AirVia Ltd

$fFirstname $Surname
$AddressLine1
$AddressLine2
$AddressLine3
$AddressLine4
$Town/City
$PostalArea
$GoverningDistrict

$fFirstname $Surname
$AddressLine1
$AddressLine2
$AddressLine3
$AddressLine4
$Town/City
$PostalArea
$GoverningDistrict

$Date

REMINDER: PAYMENT OVERDUE OF $Amount

Dear $Firstname $Surname,

Our records indicate that payment on your account is overdue in the amount of $Amount. If the amount has already been paid, please disregard this notice. If you have not yet made your payment, you have the following options of sending a cheque in the enclosed envelope, or by contacting myself and making a phone payment.

If there are any issues regarding the payment, do not hesitate to contact myself and we can discuss the situation. Thank you for your corporation and we look forward to hearing from you.

Yours Sincerely,

$Firstname $Surname
$User
$PrimaryPhoneNumber
$EmailAddress