Dear <<name>> <<surname>>

I would like to kindly remind about upcoming payment (<<date>>) for English language courses on level <<level>>

Kindest Regards

John Doe



CONTACT US

012 345 678 90

info@mybusiness.co.uk

1 Strawberry Rd,

Programmingham , UK

OPENING HOURS

Mon-Fri: 10:00AM-2PM & 5:30PM-9PM

Saturday: 9:00AM-12PM

Sunday: closed