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| ~COMPANYLOGO~ | **~COMPANY\_NAME~** |  |
| Tel No:~TELNO~ Fax No:~TELNO~ |

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| |  |  | | --- | --- | | **REMINDER FOR OVERDUES:** | | | Report Seq No. | ~RPT\_PRT\_SEQ~ | | Date | ~GENDATE~ | | Account No. | ~ACCOUNT\_NO~ |   .   |  |  | | --- | --- | | ~CUSTOMER\_NAME~. | | | P.O. Box No. | ~POST\_BOX\_NO~ | | Postal Code | ~CUST\_POST\_CODE~ | | House Number | ~CUST\_HOUSE\_NO~ | | Location / Landmark | ~CUST\_LAND\_MARK~ |   .   |  |  | | --- | --- | | After Compliments,  We regret to inform you that as per our records the amount given below is found overdue in your account and you are therefore, requested to settle this at the earliest.  We are keen to retain you as a valued customer with a good credit record with us. And in this regards we are sure you will give high priority to this matter and make a sincere effort to clear the overdue installments immediately along with the overdue interest and cheque returned charge. |  |  |  | | --- | | **Amount Overdue /** المبلغ المتأخر  ~OVERDUE\_AMOUNT~ |  |  | | --- | | Assuring you of our best services at all times. |  |  |  | | --- | --- | | Thank you  Yours faithfully |  | | For **~COMPANY\_NAME~** |  | | CC:   |  | | --- | | Guarantor Name :~GUARANTOR\_NAME~  P.O. Box No. : ~GUR\_POST\_BOX\_NO~  Postal Code : ~GUR\_POSTAL\_CODE~  Location / Landmark:~GUR\_LANDMARK~ |   (Guarantor) | | | Your kind co-operation is sought to clear the overdue |  | | NB: In the eventuality of your receiving this notice after you having paid the overdue, you are requested to treat this notice as cancelled. |  | |