|  |  |  |
| --- | --- | --- |
| ~COMPANYLOGO~ | ~COMPANY\_NAME~ |  |
| Tel No:~TELNO~ Fax No:~COM\_FAXNO~ |

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|  |  |  |  |
| --- | --- | --- | --- |
| Report Seq No. | ~RPT\_PRT\_SEQ~ | Date | ~RPT\_DATE~ |
| Client Name | ~CLNT\_NAME~ | Account No. | ~ACC\_NO~ |

|  |  |
| --- | --- |
| TO  ~CUS\_NAME~. | |
| P.O. Box No. | ~CU\_POST\_BOX\_NO~ |
| Postal Code | ~CU\_POST\_BOX\_NO~ |
| Flat Number | ~CU\_FLAT\_NO~ |
| Way Number | ~CU\_WAY\_NO~ |
| House Number | ~CU\_HOUSE\_NO~ |
| Location / Landmark | ~CU\_LANDMARK~ |

|  |
| --- |
| Dear Sir,  Sub: Over due Invoices – Reminder  This is to bring to your kind notice that remittance on account of the following invoices raised by the above-mentioned client are overdue. Please arrange to remit the overdue amount immediately. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ~tblinvoice~ | | | | | |
| S.No | **Invoice Number** | **Invoice Date** | **Invoice due date** | **Invoice Amount** | **Invoice Outstanding Value** |
| ~SNO~ | ~I\_NO~ | ~I\_DT~ | ~I\_DDT~ | ~I\_AMT~ | ~I\_OUT~ |
|  |  |  |  |  |  |
|  |  |  |  | **Total** | ~T\_OUT~ |

|  |  |
| --- | --- |
| Thank you  Yours faithfully |  |
| For **~COMPANY\_NAME~** |  |
|  |  |
|  |  |
| **AUTHORISED SIGNATORY** |  |

|  |  |
| --- | --- |
| CC  Client Name : ~CLNT\_NAME~. | |
| P.O. Box No. | ~CL\_POST\_BOX\_NO~ |
| Postal Code | ~CL\_POST\_BOX\_NO~ |
| Flat Number | ~CL\_FLAT\_NO~ |
| Way Number | ~CL\_WAY\_NO~ |
| House Number | ~CL\_HOUSE\_NO~ |
| Location / Landmark | ~CL\_LANDMARK~ |