

POND NARAVIT
Accounts Department Representative
Troi Clothing Brand
Bangkok, Thailand

March 15, 2025

REYMARK GOLES
Bayugan City, Agusan del Sur, 8500
Email: reymark223@gmail.com
Phone: 0930 917 5221

Subject: Payment Reminder for Invoice #56789

Dear Mr. Goles,

I hope this message finds you well. I am writing to kindly remind you that Invoice #56789, dated March 2, 2025, for your order of Trofi - Time to Bed - Cotton Candy - Long Night, remains unpaid.

The total amount due is ₱9,070, and payment was due on March 10, 2025.

We would appreciate it if you could settle the balance at your earliest convenience. If payment has already been made, please disregard this message or forward a copy of the transaction receipt for our records.

Thank you for your attention to this matter.

Best regards,

POND NARAVIT
Accounts Department Representative
Troi Clothing Brand