**Mail Merge**

15/3, Nehru Nagar,

Delhi,

INDIA,

**March 1, 2020**

Dear <title> <Surname>,

With Reference to your recent Letter relating to account <account>, We regret to inform you that the outstanding balance of <balance> has been refused by your bank.

Please pay the outstanding amount as soon as possible. Any delay will result in additional interest charges.

We look forward to hearing from you soon.

Your sincerely.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.no. | Title | FirstName | LastName | Address | City | Ph.No. |
| 1. | Ms. | Rebecca | John | 34,A vihar | Delhi |  |
| 2. | Mr. | Venkat | Raman | 56/11 Mpore | Chennai |  |
| 3. | Mr. | Gurpreet | Singh | Sec 67 | Chandigarh |  |