Dear Client Name

Outstanding Invoice

Our records show that you have an outstanding balance dating back to  Date -.

Under the terms of your engagement with Razormind this invoice should be paid within x days of issue. We have yet to receive to receive this payment. Please find a copy of this invoice enclosed.

If this amount has already been paid, please disregard this notice. Otherwise, please forward us the amount owed in full byDate.

If you having difficulties paying please contact Administrative Services. Thank you in advance for your cooperation.

We look forward to building further on our excellent business relationship.

Kind Regards,   
  
  
Clarissa Riordan.   
Administrative Services, Razormind.

"Razormind" is a trading name of Razormind Limited.

This Company is registered in the UK under company number 08097903.

Registered office: 7 Drayfields, Manchester, M437ET.

Enclosure: Invoice Invoice Number