**{DRAFT OFF}** {DRAFT ON}

Dear Sir or Madam,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bill Date** | **Bill Number** | | **Matter** | **Balance Due** |
| {bal\_due=0}{countbills=0}{REPEAT CL\_NOTIF\_BILLS WHERE arstatus = 'O' ORDER BY bill\_number}{bill\_bal\_due=0}{REPEAT BILL\_MATTERS where m\_bill\_number=bill\_number and m\_p\_id = p\_id GROUP BY m\_matter\_code AGGREGATE SUM(m\_pcur\_total\*m\_sign) order by m\_bill\_number, m\_matter\_name}{bal\_due=bal\_due+aggregate\_value(1)}{countBills=countBills+1} | | | | |
| {if ON\_FIRST\_Unique\_Row(1)}{m\_bill\_date} {end if} | {if ON\_FIRST\_Unique\_Row(1)}{m\_bill\_number} {end if} | {m\_matter\_name} | | {if countBills=1}{curr\_symbol} {End if}{comma(aggregate\_value(1),2)} |
| {END REPEAT}{END REPEAT} | | | | |
| Total Balance Due: {curr\_symbol} {comma(bal\_due,2)} | | | | |

May I remind you that according to my records {if countBills =1}this bill remains{else}these bills remain{end if} unpaid.

If you have any queries about this account please contact me on the above number, otherwise I should be pleased to receive your remittance within the next few days.

Yours faithfully,

{\_EMPL\_NAME}

Credit Controller