Date: DocumentDate

Our Reference Number: DocumentReferenceNumber

Client: DocumentDebtorFullName

Address: DocumentDebtorAddress

Account number: DocumentAccountNumber

Balance due: RDocumentBalance

Dear Sir/Madam

Premium invoices were sent out already. Take note that your invoice is payable within 30 days from invoice date and will be charged interest monthly, should payment not be received by the last day of the month.

Should you require a payment arrangement for the outstanding balance on your account, you can send through your motivation letter on your company letterhead, stating your reason for not being able to afford the payment once off, as well as the monthly payment plan (not exceeding the end of this premium period), this would need to depict the date and amount payable each month.

Should you need us to resend your invoice, you can download the invoices from the online portal (<http://randmutual.co.za/online-services>) alternatively please call RMA on 0860 222 132 or email [collections1@randmutual.co.za](file:///C:\Source%20Code\VSTS\Modernisation\Configuration\Dev\MasterData\MasterData.Api\Content\Templates\collections1@randmutual.co.za).

Although every care has been taken to ensure that all payments have been allocated, should you have already made payment, please send through proof of payment to [collections1@randmutual.co.za](file:///C:\Source%20Code\VSTS\Modernisation\Configuration\Dev\MasterData\MasterData.Api\Content\Templates\collections1@randmutual.co.za) so that we can trace your payment.

We remind you that all payments need to be made as follows:

Account holder: DocumentAccountHolderName

Bank: DocumentHolderBankName

Account Number: DocumentHolderAccountNumber

Branch: DocumentHolderBranchName

Branch Code: DocumentHolderBranchCode

Reference Code: DocumentAccountNumber

Yours sincerely,

DocumentLawFirmName