Date: DocumentDate

Our Reference Number: DocumentReferenceNumber

Client: DocumentDebtorFullName

Address: DocumentDebtorAddress

Account number: DocumentAccountNumber

Balance due: RDocumentBalance

Your premium invoice was raised already and it is due for payment by end of April 2018. You are hereby reminded that if payment is not received by the last day of April 2018 to avoid interest on your account.

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 not have declared your actuals for 2017/2018 and your estimates for 2018/2019, please do so by using our online portal (<https://member.randmutual.co.za/logon.aspx?ReturnUrl=%2flogin.aspx>). The portal can be used to obtain statement of accounts as well as the invoice, alternatively please call RMA on **0860 222 132** or email [collections1@randmutual.co.za](mailto: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](mailto: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