

ABC Solutions Pvt Ltd

15 Main Avenue, New York, USA
Email: accounts@abcsolutions.com
Phone: +1-234-567-8901

To: John Doe
Finance Manager
XYZ Enterprises
john.doe@xyz.com

Date: May 6, 2024

Subject: Payment Request for Invoice #INV-0457

Dear Mr. Doe,

We hope this email finds you well. This is a gentle reminder regarding the outstanding payment for the following invoice.

Kindly find the details below:

Invoice Number	INV-0457
Invoice Date	April 21, 2024
Due Date	May 5, 2024
Total Amount	\$2,475.00
Bank Details	Bank Name: Bank of America Account Name: ABC Solutions Pvt Ltd Account Number: 9900112233 IFSC/SWIFT: BOFAUS3N

We kindly request you to process the payment at your earliest convenience.
If you have already made the payment, please ignore this email and accept our thanks.

Please feel free to reach out to us in case of any questions or clarifications.

Sincerely,
Sarah Lee
Accounts Department
ABC Solutions Pvt Ltd
accounts@abcsolutions.com

Important Notes:

- Always verify the sender and bank details before making any payment to prevent fraud.
- This document serves as a reminder, not as a legal notice.
- Keep a record of all payment communications for future reference.
- Contact the accounts department directly for any discrepancies or queries regarding payment.