

Payment Reminder Notice

Date: June 12, 2024

Reference No.: PRN-2024-0067

To:

Mr. John Doe
ABC Enterprises
123 Business Ave, Suite 400
Cityville, XY 12345

From:

Accounts Receivable Department
XYZ Solutions Ltd.
456 Corporate Blvd,
Metropolis, AB 56789

Subject: Payment Reminder for Invoice #INV-2024-055

Dear Mr. Doe,

We hope this letter finds you well. Our records indicate that the following invoice remains unpaid:

Invoice Number: INV-2024-055

Invoice Date: May 12, 2024

Amount Due: \$2,350.00

Due Date: May 27, 2024

We kindly request that you make the payment at your earliest convenience. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate prompt settlement to avoid any potential service interruptions.

If you have questions regarding this notice or require any clarification, please feel free to contact our Accounts Receivable team at (555) 123-4567 or ar@xyzsolutions.com.

Thank you for your prompt attention to this matter.

Sincerely,

Jane Smith
Accounts Receivable Supervisor
XYZ Solutions Ltd.

Important Notes:

- This document serves as a formal reminder about overdue payments.
- Always verify the invoice details and contact sender if there are discrepancies.
- Timely payments help avoid penalties and service interruptions.
- Retain a copy of this notice and all related correspondence for your records.