

Payment Due Statement

From:

ABC Services Ltd.
123 Main Street
Cityville, ST 45678

To:

John Doe
789 Oak Avenue
Townsville, ST 34567

Statement Date:

June 20, 2024

Due Date:

July 5, 2024

Statement No:

PD-2024-0039

Dear John Doe,

Please find below the summary of your outstanding payment due. Kindly arrange payment by the due date.

Date	Reference	Description	Amount	Paid	Balance Due
2024-05-25	INV-5193	Website Maintenance - May	\$300.00	\$150.00	\$150.00
2024-06-10	INV-5272	Software License Renewal	\$220.00	\$0.00	\$220.00
2024-06-13	CHG-104	Late Fee	\$25.00	\$0.00	\$25.00
Total Due					\$395.00

Please remit payment to:

Bank: CityBank - 123456789

or Pay via: payments@abcservices.com

Important Notes

- This statement is for informational purposes and reflects your outstanding balance as of the statement date.
- Late payments may result in additional charges as per your service agreement.
- If you have already made payment, please disregard this notice.
- Contact our accounts team if you have any questions or disputes regarding this statement.
- Keep a copy of this document for your financial records.