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|  |
| **Vendor Name** |

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|  |
| **Vendor Signature** |

**Regards,**

If payment has already been made prior to the receipt of this notice, please accept our thanks and ignore this matter.

We appreciate your quick response to this matter. If you’ve any queries regarding the statement of account, please do not hesitate to contact with our authorities at your earlier convenience.

Kindly arrange a payment of this account within the day of if you can’t make a full at this time, please get in touch with us to make a payment arrangement that is mutually acceptable.

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| --- |
| This is reminder that your account balance of amount **[INSERT AMOUNT]** was overdue as of **[DUE DATE]**. I have attached a statement of account for your reference. |

Dear **[CUSTOMER NAME]**,

**Dated:** November 4th, 2022

Your Tagline Here

**Credit Reminder**

**COMPANY NAME**