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OVERDUE PAYMENT REMINDER

RECIPIENT

Dear _____,

Due to the debt relationship between us, this letter is an informative text regarding your overdue debt. It has been determined that your debt of _____, based on the invoice number _____, has not been paid on the due date of _____.

This outstanding balance needs to be paid on or before the date of _____.

If you are unable to make the payment on this date, please notify us in writing with the reasons of the financial difficulty and probable payment deadline. Otherwise necessary legal actions are taken against you to collect the debt including default interest.

You can make your payment by _____.

If you have further questions, kindly call our customer hotline at _____ or email us at _____.

Sincerely,

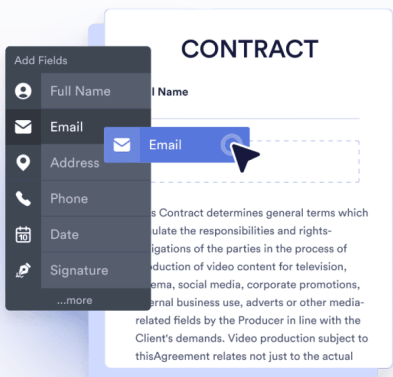


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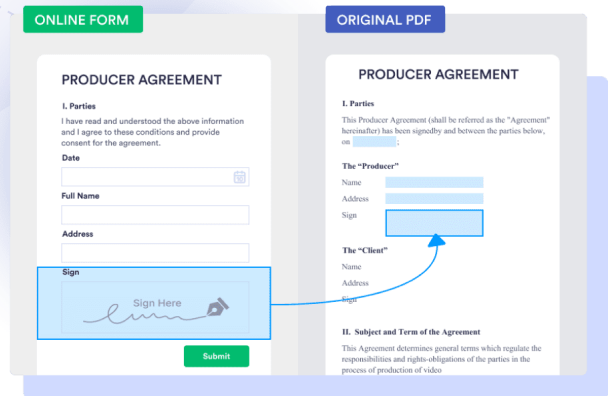
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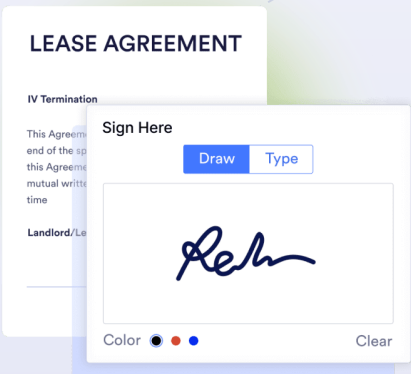
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