

PAYMENT REMINDER LETTER BEFORE DUE DATE

[DATE]

Dear [RECIPIENT NAME],

This letter is a friendly reminder that your outstanding balance of \$ [NUMBER] is due on [DATE 1].

Furthermore, this reminder is made as we place great care to our customers and to help you avoid overlooking the payment of your bill which will lead to deactivation of services.

You may choose for the various options to make the payment on time.

- Payment Options: [DETAIL]

Please disregard this reminder if you have already made the payment.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

