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# STATEMENT

**Statement Date:** .....  
**Account Number:** .....

**BILL TO**

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**CONTACT INFORMATION**

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This is a friendly reminder that your account currently has an outstanding balance. We value your business and kindly ask that you review the statement details below.  
If payment has already been sent, please accept our sincere thanks and disregard this notice.

| DATE  | REFERENCE NO. | DESCRIPTION | AMOUNT | BALANCE DUE |
|-------|---------------|-------------|--------|-------------|
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**Current Balance:** .....  
**Past Due Amount:** .....

**Total Amount Due:**

**PAYMENT INSTRUCTIONS**