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# STATEMENT

Date	
Account No.	

TO:

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### Friendly Reminder:

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

If you have any questions or require assistance with payment options, please contact our office.

DOCUMENT DATE	DOCUMENT NO.	DESCRIPTION	AMOUNT	OPEN BALANCE

Current

Overdue

**Total Due**

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For inquiries or to make a payment, please contact us at:

Phone: \_\_\_\_\_ | Email: \_\_\_\_\_ | Website: \_\_\_\_\_

Thank you for your business!

