

Reminder



Mrs J. Manatee
15 Riverside
Foxholes
Anytown
Northumberland
AA1 9ZZ

Kidspace
13 River Dale
Foxholes
Anytown
Northumberland
AA1 9ZZ
Tel: 01234 567890

OFSTED: EYC 98765
Company No: 654321
Charity No: 123456

Date: 31 May 2007

Page 1 of 1

Reminder

Dear Mrs Manatee,

Following a review of our records it has come to our attention that your account balance is currently outstanding. It would be appreciated if you could settle the full balance of your account at the earliest opportunity.

The amount owed is shown below.

Total Due: £374.00

If you have already forwarded payment in the last seven days please accept our apologies and disregard this letter.

If you have any queries relating to your account please contact us as soon as possible on 01234 567890.