TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Sub:** Payment Reminder: On the Due Date

Hello Summer,

I hope you are doing well! This is to remind you that your invoice #1900 is due today. The invoice was both emailed and mailed to you earlier. For your ease, we have attached a copy.

You can pay via debit card/credit card/net banking on our website. You can also send a check to the below address:

Rosalia International Pvt. Ltd.

056 Crossbow Blvd.

Miami, FL 33128

We would be happy to assist you in case of any doubts.

Thank You,

Alfie Parker.

Sr. Manager