**Date:**

**To**

**[The Recipient Name]  
[Business Name]**

**Re. Payment Advice Letter w.r.t Invoice # 344521 Referring to the NDO Connection of C-19 Lite Overdue since March 20XX.**

Dear Customer,

This letter is penned to remind you of the outstanding payment as the service charges of the High Space Internet Connection have not been paid since March 20XX.

According to invoice #344521, the NOD Connection of C-19 lite had to pay its service charges for the month of March 20XX till 15th March but it is regretfully notified that no payment has been made. To ensure the continuity of the service, we urge you to pay the remaining dues to enjoy one of the fastest internet services in San Francisco by High Space Tech.

Referring to all the above, it is requested to pay the charged amount not late than 23rd April 20XX otherwise the connection will be discarded. Please let us know if you have already paid the charges along with receipt through [email].

For reviews and further information related to the connection dial 9021 from your mobile or call us at +1[X] for customer services. Thank you.

Regards

Leslie Bryn  
The Manager  
High Space Internet Services  
High Space Tech, 23-A Logos Square,  
San Francisco, CA, USA