

Date : 04/04/2024

First Run 7

xxxxx

xxxxxxx, 036 Telangana 999999



## Overdue Payment Reminder for Flat : 003

Dear First Run 7

I hope this letter finds you well. We are writing to remind you that the payment for your property, Flat 003, is now overdue. As per our records, the total amount due is Rs. 0.00.

Below is a summary of your pending payment schedule for your reference

#	Payment Schedule Number	Amount Due	Due Date
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We kindly request your immediate attention to this matter. Settling the outstanding amount at your earliest convenience will help avoid any additional inconvenience or penalties.

We value you as a customer and understand that oversights can occur. If there are any circumstances we should be aware of, or if you have any questions regarding this notice, please do not hesitate to contact us. We are more than willing to discuss and find a suitable solution together.

For your convenience, payment can be made in the following ways:

Online payment via [Website/Portal Link]

Direct bank transfer to [Bank Account Details]

Sending a cheque to the address listed above

You can reach out to our customer service team at [Customer Service Contact Information] or via email at [Customer Service Email].

Thank you for your prompt attention to this matter. We look forward to resolving this amicably.

Warm regards,

Debasis Cloud Experts,[Your Position]  
JANAPRIYA ENGINEERS SYNDICATE PRIVATE LIMITED  
[Company Contact Information]