

Payment Reminder

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you that your telecom payment for invoice number [Invoice Number], dated [Invoice Date], is now overdue.

As of today, your outstanding balance is [Amount Due]. To avoid any late fees or service interruptions, we kindly ask that you make this payment by [New Due Date].

You can make your payment online at [Payment Link] or contact us at [Customer Service Phone Number] if you have any questions or require assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]