

Annual Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. We would like to remind you that your annual payment of [Amount] is due on [Due Date].

Please ensure that the payment is made by the due date to avoid any late fees or service interruptions.

If you have already made the payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]