**Customer Name:**

Credit Reminder

Sample

**Business Name:**

**Address:**

**Contact:**

**SUBJECT: Payment Reminder of transaction ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

|  |  |  |
| --- | --- | --- |
| Transaction ID: | Invoice #: | Reminder: |
| Transaction Date: | Due Date: | Customer ID: |

**Payment Details:**

In this section, you can provide details of payment which is as per the agreement or transaction, where your client has signature. Moreover, you can also provide a copy of business transaction along with credit reminder.

**Due Date:**

The last date when your client needed to make payment should be mention with details. You can send your client with your all bank account numbers. This will enable them to make comfortable arrangements while making payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transaction ID** | **Transaction Details** | **No of Units** | **Tax Amount** | **Balance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* You are required clear the overdue amount which is now due against the transaction ID: \_\_\_\_\_\_\_, dated: \_\_\_\_\_\_\_\_\_.
* Bank accounts are given above for your ease, so you are required to make quick payment.
* You can reach to us, if you need to discuss regarding your transaction details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Signature**