00 Month Year

First Name Last Name
Address

SUBURB SA XXXX

Dear XXX

Our records indicate that we have not received your payment for invoice XXX which was due on XXX.

We hope this was just an oversight and you will be able to remit the funds due immediately.

The amount due and payable is XXX.

If your records reflect that you paid this payment prior to the date of this letter, we would appreciate if you could contact us so that the discrepancy on your account can be resolved and any necessary corrections can be made.

If, however, you are experiencing financial difficulties and are unable to make prompt payment, please contact us so that we can assist you in working through the situation.

Please be aware that if payment is not made and we are not contacted to discuss this, your services may be suspended until the situation has been resolved.

Please contact me on (08) 8340 2000 or via billing@enhancedlifestyles.com.au to discuss this matter further.

Kind Regards,

**Samantha Gully
Billing Officer**