Ashford Business Services Ltd

Payment Reminder - First Notice

Polite reminder for an overdue invoice

Date: 9 November 2026

To: Sarah Mitchell

Re: Invoice invoice number dated 9 November 2026 - £45.00 GBP, due 23 November 2026

Letter

Dear Sarah Mitchell,

We hope you are well. This is a friendly reminder that invoice invoice number for £120.00 GBP was due on 23 November 2026 and appears to be outstanding.

If you have already paid, please ignore this letter - and thank you. If payment is on its way, no action is needed.

Otherwise, we would appreciate payment within the next 7 days. If there is a problem with the invoice, please contact us straight away at 01632 960 123 so we can resolve it.

Thank you for your business.

Kind regards,

James Patel

Office Manager, Ashford Business Services Ltd

01632 960 123 · james.patel@ashford-business-services.co.uk