Ashford Business Services Ltd

Payment Reminder - Second Notice

Firm reminder for a seriously overdue invoice

Date: 9 November 2026

To: Sarah Mitchell

Re: Invoice invoice number dated 9 November 2026 - £45.00 GBP, due 23 November 2026 (INV-2026-0147 days overdue)

Letter

Dear Sarah Mitchell,

We wrote to you on 9 November 2026 about the overdue invoice above. As of today the amount of £120.00 GBP remains unpaid, now INV-2026-0147 days past due.

We take non-payment seriously. Please arrange payment within 7 days of this letter. If you are experiencing difficulties, contact us immediately at 01632 960 123 - we are willing to discuss a payment plan, but we need to hear from you.

If we do not receive payment or hear from you, we will escalate this matter, which may include £45.00.

Yours sincerely,

James Patel

Office Manager, Ashford Business Services Ltd

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