

# PAYMENT REMINDER LETTER

Date: 12/27/17

Harris Sheck

9875 Sheafe Rd Montreal, QC H2H 1Z2

Dear Sir,

**Subject: Payment Reminder Letter**

You were supposed to send a payment of 176,00 to the Your Company well before 2016-05-30. Unfortunately we have not received this payment from your side, so we would like to remind you to please send the payment as soon as possible.

Just for your knowledge, I need to inform you that by company policy, if we are unable to receive payment from your side after five days of payment date, we will be authorized to take legal actions against you. I trust that we will not need to do that.

Thanks and Best Regards

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Your Company