

Date: 2025.02.04

Drawer:  
Meble tapicerow Edukacyjne  
Ogrodowa 120/3  
84-230 Rumia  
Telephon: 581234567

Receiver:  
000001, NIP: 111-111-11-11  
Odbiorca 1 Hurtownia Mondis  
Kwiatowa  
81-370 Gdynia

LETTER OF DUNNING

Dear Sirs,

Here is complete list of your unpaid invoices as they appear in our records.

We would appreciate your personal review of these records and prompt payment.

| Invoice           | Due date   | Days old | Amount Due | Currency |
|-------------------|------------|----------|------------|----------|
| FA0003/02/25      | 2025.02.02 | -1       | 60.88      | PLN      |
| Total Amount Due: |            |          | 60.88      |          |

In words:  
Sixty and 88/100ths

You have been a valued customer and we appreciate your business. If there are any questions, regarding the above listing, please contact me.

Very Truly Yours

Przykład