



South Staffordshire Council

South Staffordshire Council
Wolverhampton Road
Codsall, Staffs
WV8 1PX

Email: payments@sstaffs.gov.uk

Reminder Letter

Date : 22-NOV-20

Letter Reference: SSDC/R/3/AF/0

Customer Number: 525000

Steven Johnson
Test Account
Willenhall
T3ST 5AS

3RD REMINDER NOTICE

Our records show that the invoices detailed below are now more than 30 days overdue for payment.

If these invoices are not paid promptly a final notice will be issued and we will start legal proceedings. You could end up in court and face having to pay our legal costs if these invoices are not paid immediately.

If you have a query regarding your invoice it is vital that you contact us as soon as possible at payments@sstaffs.gov.uk. Please ensure you quote your customer number and any invoice numbers in your correspondence to help us deal with your query as quickly as possible.

Thank you

List of overdue items:

Our ref	Your ref	Date	Due date	Outstanding amt
00091211	P0012345	01-MAR-22	15-MAR-22	240.00 GBP
Total				240.00 GBP

Remittance Advice Slip (please detach and forward with payment)

ACCOUNT NUMBER - NAME 525000 - Steven Johnson
DATE 22-NOV-20
REFERENCE SSDC/R/3/AF/0

Please see reverse for payment methods.