Northwind Studio

12 Harbour Street
Port Elgin, ON N0H 2C0
hello@example.com

November 9, 2026

Ms. Priya Raman
Contoso Books
400 King Street West
Toronto, ON M5V 1K4

Invoice 2026-042, due October 25, 2026

Dear Ms. Raman,

This is a friendly reminder that invoice 2026-042 of September 25, for the layout of your annual report, was due on October 25. The amount still open is 1,427.81 CAD, after the credit note and the payment below.

Date	Description	Amount
2026-09-25	Invoice 2026-042, the annual report	2,495.61
2026-10-05	Credit note CN-2026-007, ten copies damaged in delivery	-67.80
2026-10-20	Your payment, thank you	-1,000.00
	Amount open, CAD	**1,427.81**

Invoice 2026-051 of October 28, also on our statement of October 31, is not due until November 27 and is not part of this reminder.

If you have paid it in the last few days, thank you, and please disregard this letter. If anything in the invoice is unclear, just reply to this letter and I will be glad to help.

You can pay by bank transfer to Northwind Studio, account 01234-567-8901234, with the invoice number in the message.

Kind regards,

Dana Whitfield
Design Lead, Northwind Studio