

Sample payment reminder notice for embedded networks

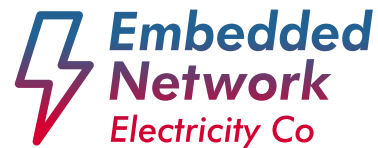
August 2020

Important: This sample payment reminder notice is only for registered and deemed exempt sellers in the VD1, VD2, VD7, VR1, VR2, VR3 and VR4 exemption categories. These exemption categories include selling to customers in embedded networks such as apartment buildings, retirement villages, caravan parks, lifestyle villages, manufactured home estates and rooming houses. The figures and dates in this sample notice are for illustrative purposes only.



0042

JANE CITIZEN
1/100 MAIN STREET,
MELBOURNE VIC 3000



ABN 12 345 678 123
Enquiries: 9977 1234
Faults and emergencies: 9977 1234

ACCOUNT NUMBER	INVOICE NUMBER	ISSUE DATE
123456789	123456	DD MMM YYYY

Your overdue electricity bill – reminder notice

We did not receive payment of your electricity bill totalling \$XXX.XX by XX DATE.

We're writing to remind you to pay your bill. Please pay \$XXX.XX by XX DATE.

Need to contact us?

If you have an enquiry or complaint, please contact us on XX PHONE NUMBER XX or email us at XX EMAIL ADDRESS.

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This date must be at least six business days after the date of issue.