

Seta Japan Utensils

x-x-x Yoyogi, Shibuya-ku

Tokyo, Japan 123-5500

Phone: (81)3-xxxx-xxxx / Fax: (81)3-xxxx-xxxx

November 4, 2013

Genova Restaurant
374 Montgomery Street
Syracuse, NY
13202 USA

To: Mr. Alfred Segat

According to our records, we have not yet received payment for the invoice detailed below.

Invoice Number: 529612

Amount Due: \$3,414.66

The above invoice is 31 days past due. We have not been advised of any reason why payment is outstanding. If payment is being withheld for some reason, please contact our accounting department at (81)3-xxx-yyyy. Otherwise, please make your payment promptly. Also, we hereby inform you that a 5% late payment fee will be added to the amount due if the payment is not received by November 15.

If you have already made your payment, please disregard this notice.

Thank you for giving this matter your urgent attention.

Sincerely,

Daisuke Kadoi

Daisuke Kadoi

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