



Date: -«D»/«M»/«Y»

Letter No: - «Letter\_no\_»

To,

«Party\_Name»

Prop. Name: «PropName»

Address: «Address\_1»

«Address\_2» «Address\_3»

Contact no: «Contact\_no\_»

**Sub.: - Reminder Letter for payment of Rs. «120 Days OB /- With Interest**

Dear Sir,

**Warm Greetings! Geolife wishes you & your family a very Happy & Healthy Life!**

It is our pleasure to be associated with you as a valuable member of Geolife Family.

This letter is to inform you that the total outstanding receivable from you as on «D1»/«M1»/«Y1» is ₹ «Total\_OB» as per our provisional ledger statement enclosed here with.

Out of the above, the principal outstanding amount is more than 120 days ₹ «120 Days OB/- («WORD\_1»). As per our mutual agreement, interest @ 24% p.a. has been levied on the overdue amount, and the interest amount is ₹ «Interest\_»/- («WORD\_2»). calculated till «D1»/«M1»/«Y1»

We request you to do immediate payment of the outstanding amount to regularise your account and avoid further interest. This will ensure uninterrupted continuation of our business.

Our Company Bank Account details are-

**GEOLIFE AGRITECH INDIA PVT. LTD.**

**Kotak Bank Ltd. A/c No. «AC\_no\_»**

**IFSC CODE: KKBK000VRTL**

**Branch: Mulund (West), Mumbai – 400 080.**

"We appreciate your support and look forward to working with you."

For Geolife Agritech India Pvt. Ltd.

  
Authorized Signatory



Please note that-

- If you have already paid the above-mentioned amount and cleared your total outstanding dues prior to receiving this letter, then please disregard this letter and share the details on our WhatsApp number 8419989722 and email id - [legal1@geolife.com](mailto:legal1@geolife.com).
- If a **credit note** of the same amount is pending from our side, then please disregard this letter. And we request you to contact your respective **Geolife staff** and share the relevant details for further reconciliation.
- This letter shall not constitute any binding promise for benefit and Geolife reserves its rights to offer benefits and services at its own discretion.