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| **Sample Overdue Letter - Replacement fields** |
| Your Company Name  | [Company\_Name] |
| Your Company Tax Department No | [Company\_TaxDepartmentNo] |
| Your Company Postal Address | [Company\_PostalAddress] |
| MainEntity ActualAddress  | [MainEntity\_ActualAddress] |
| MainEntity Name  | [MainEntity\_Name] |
| MainEntity ActualAddress | [MainEntity\_ActualAddress] |
| MainEntity LegalName  | [MainEntity\_LegalName] |
| MainEntity PostalAddress  | [MainEntity\_PostalAddress] |
| MainEntity ActualAddress | [MainEntity\_ActualAddress] |
| MainEntity TaxDepartmentNo | [MainEntity\_TaxDepartmentNo] |
| Account Code  | [Account\_Code] |
| Account Descripton  | [Account\_Descripton] |
| Account Type | [Account\_Type] |
| Account Balance  | [Account\_Balance] |
| Account Balance Current  | [Account\_Balance\_Current] |
| Account Balance Future | [Account\_Balance\_Future] |
| **Following when creatng overdue leters** |
| Account DueThisMonth  | [Account\_DueThisMonth] |
| Account Overdue1Month  | [Account\_Overdue1Month] |
| Account Overdue2Month  | [Account\_Overdue2Month] |
| Account Overdue3Month  | [Account\_Overdue3Month] |
| Account Overdue3Plus |  [Account\_Overdue3Plus] |