

Dear [Customer Name],

Welcome to [Company Name]! We are excited to have you as a client. This letter contains the instructions for making your first payment regarding your account [Account Number].

Payment Details:

- **Amount Due:** [Amount]
- **Due Date:** [Date]

How to Pay:

Please use one of the following methods to complete your transaction:

1. Online Payment:

Visit our portal at [Website Link] and log in to your account. Select "Make a Payment" and follow the prompts.

2. Bank Transfer:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Number]

Routing/Swift Code: [Code]

Reference: [Customer/Invoice Number]

3. Pay by Phone:

Call our billing department at [Phone Number] between the hours of [Operating Hours].

If you have already made this payment, please disregard this notice. For any questions, feel free to contact us at [Email Address] or [Phone Number].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]

[Department Name]

[Company Name]