



Post Box No:10849,  
Ras Al-Khaimah, United Arab Emirates

Date : 02/12/2024

To,  
**M/s. Vendor ABC**  
Dubai, - United Arab Emirates  
Tel : -  
TRN : -

Dear Sir / Madam,

**Subject : Statement Of Account**

This is to inform your Accounts Dept. that our records show an outstanding balance against the following invoices.

Date	Type	Voucher #	Due Date	Over Due	Ref	Voucher Value	Paid	Balance Amt Due
03/02/2022	Purchase	4001	03/02/2022	1034 Days	1001	1,386.00	100.00	1,286.00
09/03/2022	Purchase	4004	09/03/2022	1000 Days	4004	105.00	2,286.00	( 2,181.00)
16/03/2022	Purchase	4005	16/03/2022	993 Days	4005	945.00	0.00	945.00
29/04/2022	Purchase	4007	29/04/2022	949 Days	12345	210.00	0.00	210.00
06/10/2022	Payment	10736	06/10/2022	789 Days	10736	( 105.00)	0.00	( 105.00)
06/10/2022	Payment	10737	06/10/2022	789 Days	10737	( 84.00)	0.00	( 84.00)
14/07/2023	Purchase	4036	14/07/2023	508 Days	4036	5,250.00	0.00	5,250.00
20/11/2024	Purchase	4056	20/11/2024	13 Days	1001	26.25	25.00	1.25
20/11/2024	Purchase	4057	20/11/2024	13 Days	2001	26.25	25.25	1.00
Total						7,759.50	2,436.25	5,323.25

In case of any queries or discrepancies, please do not hesitate to contact us:

Best regards

**Finance Dept.**