[Click to select a date]
Address of you company,
Address of receiver

Dear Sir:
In spite of several reminders and requests, your Finance and Accounts Deportment has failed to complete the payment for goods invoiced as on Date of Invoice, coded, code of invoice.
It is my duty to inform you that the grace period for this credit extension starts as of date of commencement of credit extension period. I must also inform you that lack of payment, along with the interest amount, will invite legal action as per the agreement signed on date of signing of agreement.
The management of my company will cooperate with you if you are suffering from intense financial difficulties. A show cause meeting can be arranged for this purpose with the executive directors according to your convenience.
We hope that you will be able to write off your financial liability towards us at the earliest without suffering exorbitant expenses. We also hope that you are able to do so at the earliest as it would contribute to a further nurtured relationship between our companies.

Hoping to hear from you at the earliest.

Thanking you,

Yours faithfully,
Your name and designation

Payment

* Reminder Letter

[Address 1]
[Address 2]
[City, ST ZIP Code]

[Telephone]

[Email]

[Website]

Enclosure