[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I have been reviewing our aged debtors and it came to our attention that one of your invoices has gone overdue by 25 days. We have been chasing this invoice for last two weeks and failed to get a positive response from your end. You have been breaking your commitments regarding the payments and this is very disappointing for us.

Considering this, we have taken the decision to cancel your credit account with us. We would like you to pay for the overdue invoice urgently. We have changed your payment and trading terms with us moving forward.

Sincerely,

[Your Name]

[Title]

Enclosure