[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]:

As you know, our company has a very strict credit policy and considering our 60 days terms with you, the invoices have gone long overdue. We have been trying to chase this payment and giving you time for reconciling your records, but you have not been following your suggested payment dates. This has caused us not only serious cash flow problems but also taking our additional time to chase this payment.

Can you please make up for this payment at your earliest? We will be reviewing our trading and payment terms with you once the payment is received.

Sincerely,

[Your Name]

[Title]

Enclosure