Date:

To:

Name of the customer:  
Address of the customer:

Subject:

Respected sir,

We are writing this letter to inform you that your payment of 1000$ for 4 steel motors you purchased from us is overdue for more than one month now.

We sent you so many notifications and reminders to ensure that you don’t forget to make payment on time. However, there was no response from your side. We want to let you know that you are a very valuable customer of our company and we really want to keep serving you diligently. Therefore, we are ready to provide you the assistance.

If you are not able to pay the overdue bill, you can contact for a new installment plan. We would love to provide you our assistance so that it can be easy for you to pay us the overdue money. You can contact us for any kind of query on our official contact numbers.

Regards,

Respectfully yours,

Signatures of the business representative.

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