Effective date:

Name of the borrower/client

Address

Subject: Late payment after a mutual agreement

Dear Mr. ABC,

As per our agreement with each other, you were supposed to pay me by the 10th of this month. Your payment is due for a while now. I have contacted you many times and tried to remind you to clear the payment. In the last meeting, we had a mutual agreement because you were agreed to pay me by 10of April 20XX. However, it has been 5 days since 10th April has gone.

I am very disappointed to see that you don’t value your commitment and very sad to tell you that I am compelled to cancel your all orders with our company.

Please take this letter as a reminder to make the payment that has been overdue for the past many weeks. Although you were required to pay 1500$, due to late payment, extra charges of 100$ will be added to the amount and now I expect you to pay 1600$. Please try to make sure that you clear the payment by 25th April 20XX. If you fail to pay the money by this date, additional late payment charges will also be added to it.

I hope to hear from you soon.

Regards,

Name of the sender

Sender’s signatures

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