Date

To

Name of the recipient

Subject: Third reminder

Dear ABC,

I hope you are doing well. This letter is being written to remind you that your delayed settlement payment is due next week. I am compelled to write this third time because of the continuous delay from your side.

I would appreciate it if you took some time and look over the invoice I am attaching with the letter. In case you have any questions, feel free to contact me.

Regards,

Name of the sender

Signatures

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