

Business Letter Example “Write a letter from a shopkeeper to a customer asking for the settlement of an overdue account.”

RADHIKA GENERAL STORES

56, Municipal Market,

Ludhiana.

23rd October, 20....

Mr. Ram Lal Gupta,

33, Club Road,

Ludhiana.

Dear Sir,

I am sure this letter is a surprise for you. May I request you to settle an overdue account? It is very old account and I am still awaiting the payment. The amount due is Rs.1509/-. It is the balance amount for a video set you purchased 2 years ago. I would request you to make this payment at your earliest as I am in dire need of money these days. I am sure that it has completely slipped out of your memory. You know, sir, a businessman can't do anything if his money is blocked. We want our money to remain in circulation. Kindly take it as your sacred duty to make this payment at a very early date and oblige.

Thanking you,

For Radhika General Stores,

Laxman Dass,

Proprietor.