

Business Letter Example “Letter to the debtor to make payment.” Complete Application for all classes.

INDIA ENGINEERS

3, Akbar Road,

Delhi.

5th October, 20....

To

M/s Ram Rakesh & Sons,

329, G.T. Road,

Ghaziabad.

Dear Sirs,

This is with reference to your order No.573 dated 15th February, 1999. We have executed your order giving top priority to you. The goods were duly received and acknowledged by you. But sums of Rs. 2000/- still stand unpaid. You are requested to make the payment and settle the accounts at your earliest as it has since long been over-due.

A prompt action in the matter will be appreciated.

Thanking you,

Yours faithfully,

For India Engineers,

B.S. Bahl

Manager.