

Business Letter example “First Reminder for payment”.

Teksos & Company
5, Kolaba , Road Mumbai
General Manager (Sales)
Ref
Date.....

Mr. R K Jadon
Manager
Silver and Silver Art
18, Bhonsale Marg, Pune

Sub: - Your account no 792/Invoice 47

Dear Mr. Jadon

It is to remind you that your above account no. 792 is overdue for payment. We sent you a letter on 30th July, requesting to you to settle this account at the earliest. But regret to write that you haven't responded to that letter.

As we have already informed you, the total outstanding balance due is Rs. 11780.00.

Please take note that it is reminder to settle the account without any further delay, otherwise we shall be forced to stop any further supply of goods.

In anticipation of getting your positive cooperation.

Thanking You