

[Print on

insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re. <<Reference>>

We routinely review all our accounts in order to identify instances of irregular payments on your account, which frequently leaves balances outstanding in breach of your credit terms.

Whilst we value your continued custom, we do not appreciate payment within our agreed credit terms.

We look forward to your future co-operation.

Yours sincerely

\_\_\_\_\_  
<<Name>>  
<<Title>>

S

A

M

P

L

F