

Business letter writing

Dear Mr. Johnson:

It has been recently brought to my attention that your firm, ABC Textiles, has been late in your payment of invoices for the past three months. I believe you have received the notifications and reminders for payment, and at the same time, received a payment schedule as well.

So as to encourage all of our customers to pay for the invoices in a timeless manner, that is, way before the due date, we have also introduced a discount model in which we will be happy to provide you 2% off the total amount listed on the invoice if you are capable of paying us in a period of 10 days upon receiving your invoice.

In order to avoid any charge for late fees, we highly encourage you to make your payment on time. Should certain circumstances arise, you may also inform us ahead so that we can process a payment arrangement for you. We would be happy to discuss your options so that your invoices will not pile up month after month.

After you make your payment, we will be updating your total amount for your balance, and we will clear it right away for you. It would be more convenient for both of us if you make sure that you maintain your payment schedule, keeping it appropriately. A good record on your payment will also allow you to be included in our list of good payers, thus we would be more than willing to provide you with any service that you would like to request from us.

I sincerely hope that everything will go well for you as well as your company. Please be informed that you are one of our biggest clients, and we sincerely appreciate your business with us. If you have any inquiries and questions, please do not hesitate to contact me at (XXX)-XXX-XXXX.

Sincerely,

Jane Adams



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