

## **Business Letter example “Second Reminder for payment”.**

Teksons & 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

Please refer to our earliest letters/reminders dated 30<sup>th</sup> July, and 10<sup>th</sup> August requesting therein to settle your long overdue account no 792 at your earliest.

We regret to write that you didn't respond to our earlier letters.

Keeping in view your indifferent attitude towards our request, we are constrained to stop you further supply of our goods with immediate effect.

We request to you to settle your long overdue account, within 15 days of the receipt of this letter.

We are looking forward to receive your full payment at the earliest so that our cordial business relations are not spoiled unnecessarily.

Thanking You

Yours faithfully,  
P Shivdan Singh  
Manager (Finance)