

Business Letter example “Supplier’s Request 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. The total amount outstanding is Rs. 11780.00. We request you to settle the account at your earliest.

However, in case you have any doubt or need any clarification in respect to any item, please let us know about that immediately so that the things may be sorted and decided once for all.

We look forward to your early response.

Yours sincerely,
P Shivdan Singh
Manager (Accounts)