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Reminder of Payment Letter

Dear Sirs,

Outstanding Account Value - £ (Insert sum)

The above sum was due for payment on XX/XX/XX but as at today's date no payment has been received.

Should your company have any legitimate reason for non-payment please contact us within the next three days so we can fully investigate any issue.

Should no query exist please be aware that the agreed contractual payment terms are strictly XX days and we make no provision for extended credit terms in our agreement.

Regards

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End of letter

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Dear (insert accounts payable name) Note: it is best if you use their name as it makes it more personal.. g Business Director or owner) here) Subject: Invoice Payment Reminder - IMPORTANT.. Friendly reminder email template To: (Insert recipient email (generally accounts payable) here) CC: (insert other relevant emails (e.. Layby Meaning Layby Reminder Template Premiumgot Bordon Definition Meaning FORMAL EVENING WEAR Angelic Inspirations.

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