

# Request For Payment

Date:

To: (Customer)

Dear Sir:

I consider it my obligation to our customers to personally investigate all cases where business relationships have been terminated or an overdue account exists.

Our credit department has called my attention to their repeated communications to you about your unpaid balance of \$\_\_\_\_\_. Although we are concerned with payment, we are concerned also about retaining you as a valued customer.

If for some reason you cannot make full payment on this account, would you please tell me about it with a short note on the back of this letter, returning it to me personally? Certainly, if you wish to propose installment payments, I will give this every consideration.

Yours very truly,

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