

Collection Letter to Client

To,
Mr. WER
FGH, ABCD
Date (Date on which letter is written)
From,
WXYZ
Manager
ABC Finance Pvt. Ltd.

Subject: Collection Letter for payment reminder

Dear Mr. WER,

It has been our pleasure to serve you and you have been a valuable customer to us. You have always been punctual about the payments and have paid your bills within the time period of 30 days as mentioned in the agreement. So, as the date of your installment is coming near, we would like to remind you about the payment, which is amounted for --- -- (mention the amount) and invoice #(--). We have not received your payment and please consider this as a gentle reminder from our side. If you have already mailed your cheque, please disregard this notice.

In case of any query, you are free to contact us at (phone number) or (email address).

Sincerely,

(Your Name)

(Your Title)