

Please operations in
this hour of crisis.



**ASSIGN
BUSTER**

Please find enclosed herewith cheque No. _____ drawn upon _____ (Bank Name), _____ (Address), in full settlement of Bill No. _____ dated.

Yours faithfully,(Your Name)

2. Email Regarding Payment in Installments

Dear Sir, In response to your letter accompanied with a copy of Statement of Account, I am sorry to inform you that due to strike in our factory there has been no business, no production at all during the last _____ (Days), and it has resulted in a sudden setback. I am anxious to clear your bill at the earliest, but I feel it would be better if you allow me to pay the amount in three equal installments of _____ (Amount), each every month.

It would go a long way in helping me to carry on my own business operations in this hour of crisis. I am confident to overcome this temporary setback. I hope it would be agreeable to you. Thanking you in advance for a favourable response. Yours cordially,(Your Name)

3. Email Requesting for Extension of Time

Dear Sir, We thank you for your letter and the enclosed statement of Account. You know we have always been prompt to settle our accounts however, we regret this time, because still our financial position has not improved sufficiently.

Therefore, I request you to be good enough to allow me some extra time to pay the bill. It is a passing phase and would soon be over. We are confident of being able to pay bill in full within _____ (Days) to _____

(Days). In the meanwhile we thank you and assure you of your ready cooperation. Yours faithfully,(Your Name)

3. Email Remitting Part Payment

Dear Sirs, Thanks for your letter accompanied with the copy of Statement of Account which has been found correct.

I'm really sorry that you had to write and remind me about your bill, however, I feel pleasure in enclosing a cheque for _____ (Amount) towards part payment of your bill No _____ Date _____. I hope to send the balance of the payment of _____ (Amount) by the end of the next week, as I am expecting two three large remittances from our customers. I am sorry for the delays and the inconvenience caused to you. Yours faithfully,(Your Name)

4.

Email Regarding Thanks for Remittance

Dear Sir, We thank you for your cheque for _____ (Amount), which we received today. This brings your account up-to-date. We highly appreciate the efforts you have made to pay the past dues in full and wish to assure you that your credit is now again open for the full amount of _____ (Amount). You are aware that we have allowed you very generous terms, and consequently our profit margin has been very low.

It becomes necessary to press for payment to maintain credit costs down and low price schedule. In the light of these facts, we hope you would appreciate why we might have sometimes appealed to you so severely in

asking for payment. We want to assure you by all means that you are one of our most favoured customers with whom we want to maintain lasting and cordial business relations.

Yours faithfully,(Your Name)

5. Threatening Legal Action – Email

Dear Sir, Since you have failed to reply and remit in full or even part payment of your long overdue account in spite of our several reminders, we are sorry to say that the matter is being referred to our lawyers with the instructions to initiate whatever legal steps they think necessary to recover the amount. It is now rather impossible to wait any longer for settlement of account. The only way to stop the legal proceedings is to send the payment by hand or to telephone us right now telling us what you propose do about it.

Yours faithfully,(Your Name)