

We have been
instructed to so
inform the



**ASSIGN
BUSTER**

We very much regret to say that you have failed to settle our bill in full or even in part in spite of five reminders. I have been directed to inform you that if you do not send your cheque in full settlement latest by the end of this week we shall instruct our lawyers to take the necessary legal steps to recover the amount long overdue.

We hope you would respond to our appeals and do not allow the dispute to go overboard to avoid corresponding inconvenience to both the parties. Therefore, we once again request you to send the cheque for full amount immediately and inform us in time to withhold the legal action. Yours truly,
(Your Name)

2.

Email Regarding Late Delivery

Dear Sir, We can understand your annoyance at not receiving your stationery in _____ (Days), _____ (Time). Orders for printed stationery takes almost ten days for delivery and our salesmen have been instructed to so inform the customers. Apparently you were not aware that it would take that long and we are certainly sorry for this slip.

However, your stationery is ready and will be sent to you at once. You should receive it about the same time as this letter. We hope that you will forgive us for the inconvenience and that you will enjoy using our product. Yours sincerely,(Your Name)

3.

First Email Regarding Collection

From,(Company Name)(Address)(Date) To, (Company Name),(Address) Dear Sir, Our records show that you have yet to clear the payment of Invoice No. _____, _____ (Date). The amount becomes due on _____ (Date), according to the terms agreed upon. We enclose a duplicate copy of the statement of account for your reference and verification. We hope that you will settle the account at the earliest.

Yours faithfully,(Your Name)(Credit Manager)

4. Email Regarding Customer Revival, Small Shop

Dear (Name), It has been over six months since you have come to visit us. We have missed seeing you. Anything wrong? Please let us know if this is the case. If you have a chance, why don't you stop in to see us? I think you will be pleasantly surprised by some of the new merchandise we now have available. As one of our preferred customers, you will, of course, be entitled to use your ten percent (10%), life-time discount privilege.

We stand at the ready to be of service. (Your Name)(Marketing Head)

5. Email Regarding Customer Revival, Auto Mechanic

Dear (Name), It has been over _____ (Months) since we have had the opportunity to service your automobile. We certainly hope that we haven't done anything to offend you. If we have, please call us so we can find out what has kept you away.

We invite you to bring your car into our shop for a free inspection and tune-up. We are strong advocates of periodic inspection of vehicles in order to assure their safety and to prevent major repairs through the early detection of problems. Won't you accept our offer, which is our way of saying that we have missed you? Please feel free to bring your automobile in at anytime between _____ (Time), and _____ (Time), _____ (Days) through _____ (Days). An appointment is not necessary.

We are looking forward to your visit. Thanks,(Your Name)

6. Email Regarding Customer Revival Preferred Customer Private Sale

Dear (Name), We have missed you. We didn't see you at our Summer Sale and we didn't see you at our Fall Sale, either. So, after putting our heads together here at _____ (Store Name), we concluded that one possible reason for your having stayed away so long might be that you don't like crowds. We came up with the following solution A Pre-Festive Sale Open Only To Preferred Customers _____ (Date) _____ (Time) If there is any other reason that has kept you away, won't you please let us know by calling me at _____ (phone number). Thank you,(Your Name)

7.

Email Regarding Customer New Charge Card Cover Letter

Dear (Name), It is our pleasure to notify you that a charge account has been approved in your name. We welcome you as a new customer and hope that you enjoy the convenience of your charge account. We have established a credit limit on your account in the amount of _____ (Amount).

At such time as you may wish to raise the credit line, a phone call or visit to our credit office should expedite our handling of your request. We have enclosed your card and our pamphlet that explains our billing procedure, how to use your credit card plus additional information we believe you will find useful. Thank you again for choosing to shop with us. Your Faithfully,
(Your Name)