

## Formal business letter sample

Name and Surname of the sender  
Street Name and Number  
Postcode and City  
Country  
MM/DD/YYYY

Name and Surname of the recipient  
Street Name and Number  
Postcode and City  
Country

REF: [Enter subject, or the inquiry you are referring to]

Dear Mr/Ms [Surname of the recipient],

I have noticed that your company [Name of the company] has arrears in payments toward our Company, since the invoices have not been paid for the past 90 days.

In order to incent our clients to settle their obligations before the due date, we have introduced a discount model where we'll give you 2 % waiver of the invoiced amount if you pay us within 7 days of receiving the invoice.

I hope that both you and your company are doing well. Since you are one of our most important clients, we appreciate your business. In a case you have some questions; you can feel free to contact me at (000) 000-0000.

Sincerely,  
Signature

Name and Surname of the sender