**NOTICE TO CLIENT FOR NOT MAKING PAYMENT**

To,

Recipient Name

Contact

Address

Reg: Notice for Payment Overdue

Dear Sir/Madam

The purpose of this Notice is to follow up with you regarding payment, we sincerely appreciate doing business with you in the past, but accordingly to our new rule you are requested to please make the payment on 30 days, according to your ledger please clear remits, if any!

You are a valuable customer for our firm and we want to continue to serve you diligently. To maintain healthy relations, we request you to please clear your overdue within the next 30 days. If for any reason you cannot make the entire payment then your \_\_\_\_\_\_(Work) will automatically stopped.

We hope that you will give prompt attention to this matter because due to this we are not able to pursue our work as accounts are not clear. We are having great difficulty in handling the situation as our authorities are pressurizing us to get the payment early.

If you have any kind of queries regarding the same you can inform us.