**Letter Sending A Statement of Account and Asking for Payment**

To manage the finances of your company in an organized manner and to keep your accounts in place, you must send monthly or quarterly statements to your customers, asking them to make the due payments and settle their account from time to time. Here is a format which helps you accomplish this task in a very easy manner.

Use the sample given below to draft a customized letter sending a statement of account and also asking for payment in a formal manner. It is a short and informative letter written by one business to another.

**Format of Letter Sending A Statement of Account and Asking for Payment**

James Technology,

567 Park Street

California

Date: 26th June, 2014

To,

Leisure Hotels  
B 15 6th Block  
Jackson Street  
California

Dear Sir,

Attention : PAYMENT DUE

Please find our Statement of Account enclosed with the letter for the month of March 2014. This is to bring to your notice that your payment for the month of March stands due. We request you to please settle the payment at the earliest. We would be really happy if you would send us a cheque to clear the due payment.

Thank you.

Cherry Gibbs

(Finance Manager)