**Letter of Notice that Payment is Due Immediately**

There are times in business when the list of debtors needs to be managed. Businesses need to write letters to their customers for immediate payments as they surpass the credit days. It is important to give reminders from time to time so that the payments keep flowing in. Learn to write a letter of notice that states that payment is due immediately in a professional manner.

Here is a sample of a formal letter of notice that asks the customer to make immediate payments as the credit days are over. Use the template given below to draft a personalized letter which takes care of all the important points asking for quick action.

**Sample Letter of Notice that Payment is Due Immediately**

From:

James Technology,

567 Park Street

California

Date: 2nd September, 2014

To,

Adam Equipments
B 15 6th Block
Jackson Street
California

Dear Sir,

Re: Account No. 565789

This is context with the immediate payments. You are requested to please clear the dues in the account no. 565789 as it is now 30 days past due. We will appreciate you to please remit a payment of $ 8,000.00 immediately for smooth business transactions. If we fail to receive the payment from you within next 7 days from the date of this notice then we will be compelled to pursue other means of collecting on this debt.

In case there is some reason because of which you are unable to make a payment within the mentioned time limit then please contact us at the earliest so that a payment schedule or other arrangement can be made.

Thank you for your immediate attention to the notice.

Regards,

Robin Clinton

Manager