

Late payment Second Reminder: Invoice Number LJ516

Dear Sir or Madam

With reference to my email of 6 April, I must inform you that we have still not received payment of \$ 20,500 for invoice number LJ516 to clear the balance on your account. We are very concerned that the matter has not yet received your attention. This amount should have been cleared by the end of last month, so it is now 16 days overdue. I have enclosed another copy of the invoice with this letter for your reference. I'm worried that you ignored my previous letter and didn't give us any explanation, why you hadn't settled your account yet.

I am sure you are aware that late payments create problems for us. We request you to please submit full payment for the overdue amount by the 26 April. In case the payment is not made on due date, we will have to consider placing a stop on your account which means that we will no longer be able to supply your company with goods and the company will have no alternative but to take legal action against you to recover the amount due by you. I believe that legal action would be absolutely unnecessary and therefore, request you to make the payment as soon as possible. I hope it was a onetime problem and it will not happen again, so that our further cooperation will run without any problems. However, if you are experiencing financial difficulties or have any queries regarding your account, please contact me on 897465312 so that we can resolve the matter quickly.

Yours faithfully

Katarzyna Perucka
Junior Clerk in Financial Department

Note: Please disregard this letter in case you have already dealt with this matter.

Komentarz [S1]: In reference to

Komentarz [S2]: From?

Komentarz [S3]: „I have to” by
brzmiało lepiej

Komentarz [S4]: Znak dolara
przyklejony do kwoty – jak kwota w nowej
linijce, to i znak w nowej!

Komentarz [S5]: W formalnych bez
skrótowców
I najlepiej też jak najmniej „I to, I tamto...”

Komentarz [S6]: Na moje oko za
bardzo mieszasz z osobami... to w końcu
we czy I? a może we to I, tak jak królowie o
sobie mówili w liczbie mnogiej? Weź się
trzymaj jednej, najlepiej możliwie
najbardziej bezosobowej formy ;)

Komentarz [S7]: A to przypomina mi
żądania Danii wobec III Rzeszy :P Żądamy,
abyście byli uprzejmi rozważyć zgodę na
ustępstwa z naszej strony”.

Komentarz [S8]: If the payment isn't
made by 26 April, legal steps have to be
taken.

Komentarz [S9]: Regarding to?

Komentarz [S10]: To raczej contact
us? Bo Ty się nie umawiasz z nim na
randkę, tylko chcesz, żeby firma rozwiązała
problem?