

REMINDER



A/c No. 12345678
Date DD/MM/YY
As of Date DD/MM/YY
Email customerqueries@Forterra.co.uk

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ABC Ltd
Address line 1
Address line 2
City
County
Postcode
United Kingdom

Dear Sir,

REMINDER LETTER

You will be aware that materials have been supplied to you on a credit account basis by Forterra with the understanding that your account is settled according to our terms of trade.

This is a polite reminder that according to our records the above amount will soon be due for payment and payment should be received by Forterra by the 28th of the month.

We would also advise you that unless your payment has been received by this date we reserve the right to withhold further supplies to your company until the arrears have been settled in full.

Unresolved queries are not included in the total balance quoted above. However payment is required for queried invoices which have been resolved.

Should you have any questions regarding the content of this letter or you wish to make us aware of any invoice queries, please contact the Accounts Receivable Department using the above telephone number.

If you have recently settled this account please ignore this letter.

Yours faithfully

Forterra Building Products Ltd
Accounts Receivable

Your Collection Manager is:

Direct Dial:

Email:

Document No.	Invoice Date	Due Date	Currency	Open Amount

TOTAL CURRENT BALANCE DUE

XX.XX

