

Letter to Client Informing Them of Check not Received Yet

([You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to you in order to remind you that you had taken our services [enter services/products] during the month of [enter month], the details of which is enclosed in the documents. I would like to inform you that we haven't received the cheque for the services that you were supposed to send by the end of previous month. We understand that being a busy person you possibly had forgotten about the payment or were entangled in the business issues. It is requested to please send the cheque as early as possible. We will be grateful to you and hope to continue successful business relations with you. Thank you!

[You're Name]

[Senders Title] -Optional-