**Credit Reminder Template**

**Write Company Name**

Company Address Line 1

Company Address Line 2

City, State, Zip Code

Phone: 555-555-55555

Mobile: 123-123-123456

Name: [Mr. /Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Company Name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Address: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Phone: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Fax: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Email: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

**Subject:** Letter to Remind Expiry Date of Credit Line A/C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salutation,**

We believe it our duty to repeat you about the professional commitment that you made with us regarding payment of money against Account #. ------------------------------- Deal # ---------------------- payable to us on [DD/MM/YYYY] of $ ----------------------------------------. We believe that due to business involvement, sometimes a person may omit to clear his payments on due date and thus faces tension afterwards. We do not want you face these problems therefore we are timely informing you to make arrangements for money on due date. In case, you have any problem or need clarification on any part, please feel free to contact us by replying this letter. We ensure you our prompt response.

Furthermore, please ignore this letter if you remember payment of your commitment with us and have already arranged funds for clearing payment on due date. We don’t intend to disturb you at all with your reminder letters.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Authorized Person