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Payment advice letter in word format

How do i write a payment letter.

Date: _____

John Doe
Address
City, State, Zip Code

Dear Mr. Doe,

This letter is to remind you of your outstanding balance in the amount of \$ _____. Please remit this balance within ten (10) days or contact our office at _____ to advise us when we can expect to receive your payment or if you would like to make other financial arrangements with us.

As a courtesy to our patients, we do accept MASTER CARD AND VISA. If you choose to pay your balance with this option, simply complete the form at the bottom, sign and return this letter to our office.

If you have already mailed your payment, please accept our thanks and apologies for any inconvenience this may have caused.

Sincerely,

Patient Account Coordinator

MASTER CARD VISA

Card # _____ Expiration Date _____

Cardholder's Signature _____ Date _____

Cardholder's Name _____ Amount \$ _____

How to write a letter for payment.

It is a kind of business letter that one party writes to another to request to clear the payment mentioned in the overdue invoice. People are compelled to write these letters because sometimes, those who have to clear the overdue invoice don't seem to pay any heed to it. A payment advice letter is written when the seller has sold his products to the buyer and has issued the invoice but the seller is not clearing that invoice. In simple words, the seller simply and formally asks the buyer to make the payment without being rude. Just like any other business letter, the person writing this letter needs to be careful and add relevant details to the letter. Although the information to be covered varies depending on the situation, the following are some details that are part of every letter of payment request: It is essential to never skip these details whenever you write a business letter. Therefore, you should never miss out on adding the name, contact details, and address of yourself and the recipient. With these details, the recipient confirms that this letter has been written to him.



The overdue invoice indicates the amount the buyer is required to pay. Still, you should mention that amount in the letter also so that the reader can be sure as to how much to pay. Note that, when you have to formally ask for the clearing of the payment by writing a professional business letter, you can never skip mentioning the amount to be paid. In the end, the sender should put his signature that confirms that the letter has come from an authentic source along with the date on which it is being written. When you want to ask for the payment in a professional way, follow the step-by-step guide given below: If you have issued the invoice to the buyer which is yet to be cleared, it is better to refer to that invoice instead of the purchase order. When you refer to the invoice, provide the details of that invoice including the invoice number, the date of issuance of the invoice, payment mentioned on the invoice, etc. If you think that the buyer has forgotten that invoice, you should refer to the purchase order that was complete and resulted in the issuance of the invoice mentioned above. You can discuss some other details related to the invoice. When you want to prompt the buyer to make the payment, specify the deadline. Let him know that if he does not meet the deadline, he will have to pay the fee. If there are some other consequences he might have to face, mention them in the letter. There are a few aspects that must be taken into consideration before you write this letter: Confirm if the client has received the payment: This is a very crucial step that you must take. In case the invoice could not be sent to the client, you cannot ask for the payment at all. Make a phone call to the client: Before you formally write a letter, it is recommended to speak to him on the phone. Talking to the customer on phone and asking for the payment in person can help you get the payment more quickly. Consider not dealing with this client in the future: When you have realized that this client is not good in terms of fulfilling his commitments and does not pay on time, it is better to not work with that client again in the future.

Decide on that carefully. Your client should know that he has made you suffer. Learn to determine how you will express that you are unhappy without sounding rude or angry. Dear (Client Name), This letter is as a reminder to inform you that you still have an unpaid invoice (tell its number) that has a total amount of (state amount). This was due on (date). We hope that you will make the payment as soon as possible and not later than the (deadline date) so that we can keep on providing you with our services and to avoid any late payment charges. Ignore this message if the payment has already been done. If you have any issues, feel free to contact us on (tell contact number).

howtowritealetter.net

Letter of Payment - Sample Letter of Payment

Thank you for doing business with us. Best Regards. File: Word (.docx) 2007+ and iPad Size 17 Kb Download All Letters » Other Letters » Letter Of Advice » Payment Advice Letter Payment advice letter could refer to one of two things: A payment reminder letter that a supplier or vendor sends to a client to ask them to pay an overdue invoice. A letter sent by a client to inform a provider that they made a payment. In this article, we are going to explore both types of letters. Mention the unpaid invoice number, the date of the invoice, and the amount that needs to be paid. Make it clear to the client to which account this invoice belongs to and for against which service. Specify a deadline for the payment. Explain what happens if the payment is not made on time. Dear [Client Name], This letter is a reminder that you have an unpaid invoice (#456987) with the total amount of [\$1,500] which was due on [some date] against your account number [123456] as usage charges for the month of July. We urge you to make the payment no later than [deadline date] in order to ensure continuity of service and to avoid late payment charges. Please ignore this message if you have already made the payment. Thank you for your business. Have a nice day. Best Regards Indicate the payment date and amount Indicate the invoice number and your account number. List all payment details: account numbers, transaction numbers, swift code, etc. Attach to your letter a proof of payment. Ask the recipient to confirm that they received the payment. Dear [Recipient Name], I am writing this letter to inform you that [I/we] have made payment of [amount] against your invoice number [123457] dated [invoice date] and relating to [my/our] account number [7896565]. Payment details: From Account Number: From Bank: To Account Number: To Bank: Transaction ID: Swift Code: Attached with this letter are proofs of payment and related documents for your reference. Kindly confirm that you have received the payment as soon as it hits your account. Sincerely, A payment advice letter is a kind of formal letter which is usually used for formally asking the recipient of the letter to clear an overdue invoice. Usually, the supplier or seller writes this letter to his clients or customers when there is an overdue invoice and the customer does not seem to clear the payment. With the help of this letter, the supplier or vendor can collect the money from their clients. In some cases, the client also writes the payment advice letter to the supplier or vendor. Through this letter, the client lets the recipient know that he has cleared the payment that was pending.

Printing Payment Advice	
Printer	: \bardy\0TEENPRDE\EENPRDE) Paper Type : Letter
No. of Copies	: 1
Print Language	: English (Printing Dimensions)
Method	: Heat Mode Paper Size : 8.5" x 11.69" or (216 mm x 297 mm)
Page Range	: All Print Area : 8.5" x 10.71" or (216 mm x 277 mm)
Report Titles	
Payment Advice	
Bangalore Chemicals & Fertilizers	
Payment Advice Details	
Ledger/Issuing to	: Rajesh K Amount : 48,000.00
Payment Advice Date	: 13 Feb 2014
Include Bill Details	: ? Yes
Print Party's Contact Details	: ? No
Show Transferred to	: ? No
Print Instrument Date	: ? Yes
Print Due Date	: ? No
Print Company's PAN/T Number	: ? No

In a professional world, the advice letter written for payment holds a lot of importance. In most of the scenarios when the payment is requested, the seller or vendor reminds their client to make the overdue payment. In this way, this letter serves as a reminder letter. The client or customer is always required to make the payment as soon as they purchase a product or service. However, in cases the client purchases something on credit, they are required to clear the payment later. The seller or the manufacturer usually expects their clients to pay them by a specified deadline.

INITIAL PAYMENT OF FEES: DUE BY 7 FEBRUARY 2014

This schedule DOES NOT APPLY TO STUDENTS PAYING INTERNATIONAL FEES

International fee paying students should consult the 2014 Student Fees Handbook, URL: <http://www.uct.ac.za/apply/fees/> the International Academic Programmes Office or Graduate School of Business for information on international fees.

Each student who intends registering for the 2014 academic year must make an **initial payment** according to the following schedule and pay the outstanding balance by 30 June 2014. It is the responsibility of the student to pay this by due date. The University does not remind students that this payment is due. Payment should be made on this advice, as we do not issue detailed statements of account prior to registration.

A. TUITION FEES:

1. Each student must make an initial payment as follows, by 7 February 2014, subject to a one-off late payment fee of 10% of the amount unpaid. This includes students who intend registering after the payment date, for example postgraduate students. ZAR

(a) All students with South African citizenship or permanent residence for qualifications not listed below	19 200
(b) Students registering at the Graduate School of Business	
MBA (full-time) (1 st payment due prior to 18 January 2014)	85 000
MBA (modular) 1 st year (1 st payment due prior to 24 January 2014)	42 500
MBA (modular) 2nd year (1 st payment due prior to 15 February 2014)	42 500
MBA - Executive 1 st year (Full fees due by 26 March 2014)	61 850
MBA - Executive 2 nd year (Full fees due by 24 January 2014)	58 905
Master of Commerce in Development Finance 1 st year (1 st payment due prior to 28 March 2014)	50 900
Postgraduate Diploma in Business Administration (1 st payment due prior to 31 January 2014)	26 500
AIM (modular) (1 st payment due prior to 5 March 2014)	16 500
(c) All Doctorates (by thesis)	14 880
(d) Full fees are payable if the total annual fee is less than R19 200.	
(e) School for Legal Practice students must pay the full fee on registration or by 7 February 2014, whichever date occurs first	10 900
(f) Students from SADC countries and non-South African students who do not have permanent residence but pay local fees, must pay the minimum initial fee for academic and residence PLUS the SADC Administrative fee of R3,000 prior to registration or by 7 February 2014, whichever date occurs first	22 200
2. If a student/parent is unsure of the amount to be paid, for example when the student intends registering for a single course only, it is his/her responsibility to consult the 2014 Student Fees Booklet, which is available on the UCT website at URL: <http://www.uct.ac.za/apply/fees/> or contact the Fees Office prior to the payment date to determine the amount due.
3. Each student must make a final payment by 30 June 2014. Balance of fees due

B. RESIDENCE FEES:

1. The **initial payment** towards residence fees is:

Catering residence	21 900
Self-catering residence	14 500

This means that a student in a catering residence must make an initial payment of R40 200 (R19 200 tuition + R21 000 residence); a student in a self-catering residence must make an initial payment of R33 700 (R19 200 + R14 500). SADC students must add the R3,000 Administrative Fee to these figures – refer A.1(f) above.
2. Should these amounts not be paid by due date (7 February 2014) a one-off late payment fee of 10% of the unpaid amount will be levied.
3. Students receiving a late offer of a place in UCT residence need to pay the initial residence fee on acceptance of the offer.
4. Remaining students must pay any outstanding fees by 8 January 2014 or their offer of a place in residence will be withdrawn. Any payment made will go towards settling an old debt first.

PAYMENT OF THE BALANCE OF FEES IS DUE BY 30 JUNE 2014 AND WILL BE RENDERED IN TERMS OF A DETAILED STATEMENT OF ACCOUNT. THE UNIVERSITY SENDS STATEMENTS OF ACCOUNT EVERY MONTH FROM MARCH ONWARDS.

See Methods of Payment and Notes Overleaf.

However, when they don't pay, they feel the need to write the payment advice letter. In case you don't know how important it is to write the payment advice letter, we are going to tell you some benefits so that you can understand them well: Since this letter is written in a professional setting, there is a need to remain formal and gentle. Even if you are facing inconvenience, you know that you cannot be rude while writing this letter. In this way, this letter serves as a kind and polite piece of writing for formally demanding the payment. The payment advice letter allows the sender to ask for the payment in such a way that it does not ruin the relationship of the supplier with his clients while asking for money. If the customer writes this letter to the supplier, he makes sure that he clearly explains that he has made the payment and there is no need to ask for it again. Funds are easily collected by the supplier when he writes this advice letter to his customers. Many people feel uncomfortable when they have to ask for overdue payment. However, the payment advice letter simplifies the process. In general, the sender advises the recipient of the letter through the payment advice letter to pay the money which is due on his side. However, this needs to be done in an effective way. Below you can read how an effective letter can be written. Although the subject of the letter says it all, many people are unable to understand why you have written a letter to them unless you mention it. Therefore, as soon as you start the letter, remind the recipient that there is some amount due on his side and the letter is being written to remind him of that amount. While you formally ask for the payment, you should try to make sure that you provide the details such as the total amount which is due, deadline, account number in which payment is to be deposited, extra charges added to the late payment, and much more. You should specify in the letter that you the person who is reading this letter has to clear the payment. Tell the client that he had purchased the services against which, this payment is due. This information is important because we know that this letter serves as a reminder letter. In this letter, you are required to tell your client what will happen if the client does not clear the payment before the deadline. This will make the client know the seriousness of the matter. Re. Payment Advice Letter w.r.t Invoice # 344521 Referring to the NDO Connection of C-19 Lite Overdue since March 20XX. Dear Customer, This letter is penned to remind you of the outstanding payment as the service charges of the High Space Internet Connection have not been paid since March 20XX. According to invoice #344521, the NOD Connection of C-19 lite had to pay its service charges for the month of March 20XX till 15th March but it is regretfully notified that no payment has been made. To ensure the continuity of the service, we urge you to pay the remaining dues to enjoy one of the fastest internet services in San Francisco by High Space Tech. Referring to all the above, it is requested to pay the charged amount not later than 23rd April 20XX otherwise the connection will be discarded. Please let us know if you have already paid the charges along with receipt through [email]. For reviews and further information related to the connection dial 9021 from your mobile or call us at +1[X] for customer services. Thank you. Regards Leslie Bryn The Manager High Space Internet Services High Space Tech, 23-A Loggus Square, San Francisco, CA, USA