**ПИСЬМО-ЗАПРОС ПЛАТЕЖА**

В своих первых письмах по поводу неоплаченных счетов следует быть исключительно вежливыми – в них не должно быть идеи, что ваш партнер не хочет платить.

Если вы вынуждены написать серию писем с запросом платежа, каждое последующее можно делать более твердым, но оставаться в рамках вежливости.

Пример

Письмо 1

According to our records, the sum of $4,500 is still outstanding on your account.

We trust that our service was to your satisfaction, and we would appreciate your cooperation in resolving this matter as soon as possible.

Письмо 2

On [DATE] I wrote to you regarding your company’s unpaid account, amounting to $4,500.

May we please remind you that this amount is still outstanding. We would be grateful to receive a bank transfer in full settlement without further delay.

Письмо 3

I wish to draw your attention to my previous emails of [DATES] about the overdue payment on your account. We are very concerned that the matter has not yet received your attention.

Clearly, this situation cannot be allowed to continue, and we trust urge you to take immediate action to settle your account.

Письмо 4

Following my emails of [DATES] I must inform you that we have still not received payment for the outstanding sum of $4,500. Unless we receive payment within seven days we shall have no alternative but to take legal action to recover the money.

In the meantime, your existing credit facilities have been suspended.