[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: DEMAND FOR PAYMENT OF UNEARNED DISCOUNTS**

Dear [CLIENT NAME],

[NUMBER OF DAYS, WEEKS] ago we got in touch about the terms on our open accounts. It appears that perhaps the necessary people are unaware of these terms and there is therefore a misunderstanding. Should this be the case, could you please bring this letter to their attention.

We have been in receipt of your payments more than [NUMBER] days after delivery. This in itself, is no issue, however it means you are not eligible for the discount that we offer customers. Customers who we receive payment from within [NUMBER] days of delivery are entitled to a [%] discount.

The [%] discount is currently being subtracted from the face of the invoice and we are ignoring our charges for your earlier unearned discount, which we have added to your statements.

As of [DATE], the total amount due for unearned discounts is [AMOUNT]. We ask that you send your cheque for that amount to us as soon as possible.

We hope that this letter will help to clarify any misunderstanding, if there are any questions do get in touch.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]