Use

[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: RETURN OF LATE PAYMENT AND RENUNCIATION OF DISCOUNT**

Dear [CLIENT NAME],

Due to the fact that your cheque for [AMOUNT] is the incorrect amount, we are hereby returning it to you.

As outlined in our previous letter, you are only eligible for the [%] discount if payments are mailed within [NUMBER] days of delivery. Otherwise, the discount may not be deducted from your invoice.

As your payment was made after the specified period, you are not eligible for the discount on this order.

Your business and your custom are much appreciated, and we would be happy to aid you in completing this request. Our policy, however, with regards to open account terms is stringent and there is no room for negotiation.

Our request is that you please send your cheque for the full amount of the invoice. Your support is valued.

Thank you for your cooperation.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]