

# Letter of Credit Term Enforcement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

Subject: Enforcement of Credit Terms

We are writing to formally address the outstanding balance of [insert amount] that remains unpaid as of [insert due date]. As stipulated in our agreement dated [insert agreement date], we wish to remind you of the terms regarding payment.

We appreciate your attention to this matter and request that payment be made by [insert new payment deadline] to avoid any potential penalties or further action.

If you have already sent your payment, please disregard this notice. Otherwise, please contact us at your earliest convenience to discuss any issues regarding this payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]