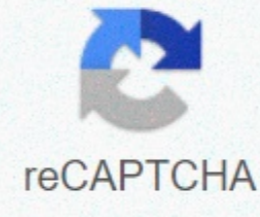




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## Thank you letter for invoice payment

Collecting activities make up a nasty behind-the-scenes necessity when someone owes you money or your business and doesn't seem to want to pay. Instead of taking part in a time-consuming and fruitless game of calling cards with someone who has every reason to avoid your calls, write a business letter, thoroughly as a tangible reminder of the debts. Email may take less time and preparation than ink on paper, but the fact that you endeavor to communicate by mail underscores your sincere and serious intentions to secure payment. Create your message on the official message title of the business or organization where the money transferor delayed payment. If no such message title exists, open the message with the name and address of your organization or yours. Track that information with the full name and address of the person or organization that owes you to pay. List the recipient's account and invoice number or transaction number before the greeting identifies the recipient. Use an official personal greeting. The recipient's address is Dear Ms. Jones or Dear Mr. Smith. Start with To Whom It May Concern if you don't have full contact information for an individual. Maintain a professional, intimate, upbeat tone even if you feel a deep sense of frustration. Focus your prose on the idea that the payer has ignored your bill and just need a reminder to make the appropriate money transfer. Specify the amount and nature of the debt, including full details of the purchase or service it pays for. Includes transaction and delivery dates as well as any other identifying information. Specify what you expect from the money transferer, including how long you expect to pay. Clarify any penalties, including interest or late fees that have or will apply. Provide your contact information so that the money transferer can contact you to clarify the situation or request a payment extension. Specify your phone number and direct email address even if they appear on the message title itself. Close with your thanks for the quick attention of the money transferer and reaffirm the value you place on your working or business relationship. Tips The elderly say that you will catch more flies with honey than with abundantly applied vinegar to prompt payment. Unless this letter represents a final need, leave room for the prospect that the bill has gone lost or the money transferer has experienced some misadventure interfering with his or her attention to payment details. Include a copy of the invoice or relevant statement. If you include a self-address envelope for money transfers, mention it in your mail. Warning If your letter outlines specific actions that you intend to take as part of the collection effort, including court proceedings small or other measures, be prepared to follow the measures you outline. A normal component of all invoices is a portion that says the terms of payment. Math. terms refer to when an invoice is due and may be any provision set by the company. When a business generates an invoice to pay, it includes payment terms somewhere on the invoice. If you're a business owner, you must develop the terms you want to use for your customers. Many businesses offer different payment terms to different customers. To get started, you must choose where to put this information on your bill. Decide where to place the payment terms on the invoice. Multiple invoices are printed from a computer on a standard size sheet of paper. You can put the terms anywhere on the bill you want; however, many companies choose to place the terms at the top of the invoice, near the date or at the bottom, near the total invoice. Specify the terms of payment to use. There are many types of terms commonly used by companies. Net offer 30 days. A common set of payment terms is a 30-day payment request and is written: n/30. This means that the total invoice is due within 30 days of the invoice. If you want to provide a longer provision, any number of days that can be selected includes n/60 and n/90. When providing a net term of 30 days, the customer should pay within 30 days, not a month. For example, if the march 10 invoice is due on or before April 9 because there are 21 days left in March leaving the remaining 9 days, making the due date April 9. Use the payment terms immediately. There are several terms used that specify that the payment is due immediately. Due upon receiving is very popular, but can be stated otherwise, including when received, payable upon receiving, or cash on delivery. These payment terms notify the customer that the payment is due immediately after receiving the goods. Select the end-of-month payment terms. The payment term says that the invoice amount is due in full on the last day of the month by the invoice date. It is written by stating: Payment terms: EOM. Offer discounts. Some companies offer credit for a specific number of days, usually 30, but offer a small discount if the customer pays the bill for a shorter period of time, such as 10 days. To write this type of billing period, select the discount amount and number of days. If you give your client 30 days to but the full invoice, but you choose to give a discount of two percent if paid within 10 days, including the payment terms by writing 2/10 n/30. Research has shown that simply saying thanks on your bill can increase your likelihood of paying by more than 5 percent. Combining the message on your bill is a simple way to build your relationships with existing customers and short your billing cycle. A generic we appreciate your business is better than nothing, but more creative messages can reinforce your marketing efforts and encourage future sales. Structure your thank you message to the benefits of timely payment. If you offer a discount for early payment, remind customers of what they will save if they quickly transfer money. You have to say, Thank you for your business! Remember that you save 10 percent if you pay within 10 days. It's a \$25 savings on today's bill. You can use the same message to promote a form of payment, such as an electronic transfer or a credit card: Thank you for placing an order. Save 5 percent if you pay online. Your thanks can also refer to the length of the business relationship, reminding customers that you appreciate her loyalty. You can refer to the number of years or the date of the customer's first order. One option is, Thank you for being our customer since 2011. We look forward to serving you in the future. Another option: Thank you for the opportunity to serve you over the last seven years. We appreciate your ongoing business. Your thank you message can be a play to get your customers to buy more products. Inform customers about upcoming promotions or create special offers specifically for loyal customers. You can also advertise any seasonal promotion on your invoice form. Example: As a thank you to your ongoing business, we want to offer you a 10 percent discount on your next order; or, Thank you for your order! Join our St Patrick's Day sale with a 25 per cent discount on green hats. Let customers know how to take advantage of the deal with a message like, Enter the STPAT discount code on your next order. The message section on your bill can be an incentive to take customers to your website, Facebook page, or other social media location. Entice them with the promise of more offers, new products, or useful tips: Thank you for your order! Get tips on improving your new home by signing up for our newsletter. Visit our website to learn more. You can also combine a deal with a site subscription, such as Thank you for your order! Returning customers have free access to our online information database. Learn more at our website. Send a simple thank you letter that goes a long way in strengthening strong and long-term business relationships. You can write to a hardworking employee who shows dedication and commitment to your business. Or you can write to a loyal customer who constantly repeats the purchase with you. Whoever you want to thank, it doesn't matter. Express your gratitude in writing as a recipient feel good. And, that way, you nurture continued loyalty to your business. Sending thank you letters to customers, customers and colleagues becomes a powerful way to ensure an ongoing business relationship. Show gratitude in turn

encouraging your top customers to sing your praises to others. This can happen through online reviews, on social media and through oral communication. Small business template Thank you ThuAn estimates 62% of consumers search reviews and information before purchasing the product. So the importance of sending a thank you letter becomes clear. If you find yourself unsure how to compose a thank you letter, don't worry. Take a look at the following 5 best thank you letter examples. Thank you letter to show appreciating customers Show your customers, you are grateful for their business. And then encourage them to continue doing business with you instead of going elsewhere. Send your loyal customers a letter of thanks for strengthening your business relationship. Thank you letters become appreciated more by customers if they offer a reward. For example, try offering coupons. Such rewards act as a profitable motivation for customers to buy from you again. Your customer thank you letter may look like this: Dear [insert name],On behalf of [insert company] I want to say thank you for being a loyal customer. It has been a pleasure serving you and providing you with [proper product insertion or service] and we hope that we can have the pleasure of providing you for years to come. [Business name] is committed to providing our customers with only the highest quality of [product or service name] provided through perfect customer service. To demonstrate our appreciating for your loyalty and ongoing support, we want to offer you a 20% coupon for your next purchase with us. Once again, thank you for your ongoing business and we look forward to serving you in the coming months. Sincerely,[Insert your name][Insert your function]Thank You Letter Expressing Employee RecognitionQuality, hard-working and dedicated employees don't grow on trees and should be thanked to show that you recognize their hard work and loyalty. Sending thank you letters is a personal, simple and cost-effective way to express recognition and appreciating your most valued company assets. Dear [employee's name],I want to say thank you for all your hard work this year. We can't get where we did this year without your ongoing dedication, commitment, creativity and talent. Since joining the business in [years] you have gone from strength to strength and are a real asset to our company and our customers. I look forward to working with you for many years to come. Thanks again. Sincerely,[the name] [title] Festive Thank You LetterThe run to the Christmas holiday can be the perfect time to send your greetings and best wishes for the holiday season and new year to colleagues, customers and customers. If you're struggling with the right words to use on a festive thank you letter, here's the template you might want to use. Dear [recipient's name],As the festive season approached, face [business name] I would like to say thank you for all the support and commitment you have shown us over the last 12 months. You are a particularly valuable person of our team/client/client] and I would like to send my personal thanks for your continued support. We treat you as a friend of [the company name] and send our warmest wishes for good health and festive cheerleading. It was people like you who helped our business get where it is today. I hope you and your family have a magical Christmas and a happy New Year and I look forward to doing business with you next year. Happy Holidays.Best wishes[name] [title]Thank You Letter Acknowledging a Client VisitThe arrival and prolific growth of remote, digital forms of communication has not stamped out the yearning for personal, face-to-face meetings. In fact, research shows that about 9 in ten people say small meetings are their preferred method of communication. For customers who have spent time and effort visiting your business, it is important that they are fully thanked. Your thank you letter to visiting customers can read something like this:Dear [customer's name],On behalf of [the name of the company] I would like to thank you for taking the time to visit us on [the day of visitation]. We feel the meeting is extremely valuable in getting to know you better and making sure some solid goals on how we will conduct the campaign [or type of service] in the coming months. We hope you've received as much out of the meeting as we did.I look forward to our next catch and, in the meantime, if you have any questions or queries, please contact one of our teams. Thank you and best wishes. Kind regards,[name] [title]Thank You Letter Recognizing Excellent Customer ServiceCustomer service departments can be the backbone of a business, the department that often gets the most flack and the least rewards. Make sure you give your hardworking customer service team the recognition and thanks they deserve by sending them a personal thank you letter, can read something like this: Dear [employee's name],As a valuable and hardworking member of our customer service department, I want to thank you for all your hard work and an important face behind our company. The business has had great reviews and feedback in recent months, positively driven by our ever-smiling and never-confused customer service team. You are an important member of our customer service department and I would like to say thank you and hope you remain part of the team for a long time to come. Again, thank you for your hard work and commitment in what I know is not always an easy job. Best wishes,[name] [title]Photo via Shutterstock Shutterstock

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