{CounterpartyAddress}

{CompanyAddress}

Dear {CounterpartyCEO} !

We would like to remind you of the accounts receivable owed   
by {CounterpartyCompanyName} to {CompanyName} on the following accounts:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account №** | **Debt Sum** | **Reason** | **Debt Management History** |
| Account № 20 | {Acc20} | {DebtReason} | {DebtManagementHistory} |
| Account №21 | {Acc21} |
| Account № 22 | {Acc22} |
| Account № 23 | {Acc23} |
| Account № 24 | {Acc24} |
| Account № 25 | {Acc25} |

|  |  |
| --- | --- |
| Accountant For Cash Operations |  |
| “{CompanyName}” | {ACO} |

|  |  |
| --- | --- |
| Accountant for Debt Management |  |
| “{CompanyName}” | {ADM} |

|  |  |
| --- | --- |
| Chief Financial Officer |  |
| “{CompanyName}” | {CFO} |

“\_\_\_” \_\_\_\_\_\_\_\_\_ \_\_\_\_\_