

[L]Overdue Account—One Last Try

[Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Mr. or Mrs. or Ms. + Last Name]

Our accounting department has turned your past due account over to me hoping that I could persuade you to bring it current prior to forwarding your file to our legal department.

When our firm extends credit, it bases its decision on that applicant's previous credit history and ability to pay. When you requested credit from us, you met all of these criteria. Today, however, your account has reached the critical stage.

You can avoid any additional costs if you mail your check in the amount of (amount) I must hear from you within five days.

Sincerely,

[Name]

[Title if applicable]

Sample Of Past Due Invoice Letter

AW Rasmussen



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WORKING CAPITAL MANAGEMENT HRISHIKES BHATTACHARYA,2014-01-17

Working capital is commonly understood as the fund needed to meet the day to day expenses of an enterprise A finance manager finds that the funds for meeting these expenses get blocked in current assets He therefore looks for liquidity support in net working capital NWC which is equivalent to the excess of current assets over current liabilities A banker also looks at the size of NWC as the long term stake of the business in funding the current assets But for a production manager liquidity is synonymous to uninterrupted supply of material inputs to the production lines Similarly for a marketing manager if there is no production his marketing outlets dry up despite demand in the market While the finance manager discourages overstocking of inventory the production manager and the marketing manager dread of being out of stock In this conflict the goal of the organization often takes a back seat This book aims at resolving these conflicts by adopting a techno financial approach to working capital management In the Third Edition a full chapter on Service Business Risk Analysis and Working Capital Assessment has been incorporated which is devoted to understand the nature of service business and the risks associated with it It is followed by developing a model for assessment of working capital requirement of a service enterprise

Besides the book is revised and updated extensively by incorporating the current researches in the field particular mention can be made of Cash Pooling system Bullwhip effect and newer approaches to inventory recording system Throughout the book every concept is presented with worked out examples and case studies for easy comprehension of the subject The book is primarily addressed to postgraduate students majoring in Finance and to those pursuing professional courses in Accounts CA and Cost Accounting ICWA The book will also be very useful to practising finance managers as well as to purchase materials managers

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