

Customer Non-Payment Letter

India SMB

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a firm, professional letter (English + Hindi + a short WhatsApp version) to recover money from a customer who has not paid, plus your escalation options if it is ignored. Use this for a customer who owes you; for a supplier who wronged you use the Supplier Dispute Letter, and to negotiate a lower closing amount use the Settlement Offer Letter.

Purpose of this tool & output

Describe the situation and we draft a professional letter to recover money from a non-paying customer

How the output is used

Send the drafted letter to a non-paying customer to formally demand payment and set up any next step.

Who receives it

The customer/business that owes you the money.

How to submit / file it

Send by email and registered post (and WhatsApp), keeping proof of delivery for any later legal step.

Who should vet it

A lawyer, if the amount is large or you may escalate to a formal legal notice.

Companion documents

- Payment Reminder Sequence
- MSME Samadhaan Complaint Guide
- Settlement Offer Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.