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## 21 Asking for payment

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You are going to write a series of increasingly strong reminders to a company that owes you money.

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### EMAIL 1

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Write a polite first reminder to a company that owes you a lot of money.

Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What is the business of the company that owes you money?
- Who in their company are you going to write to? Do you know the name?
- How much money do they owe?
- Why do they owe you money?
- What action do you want them to take?  
*Ideas:* settle the full amount? how? give an explanation? are you going to give a deadline?

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

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### EMAIL 2

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Write a stronger, second reminder.

*Ideas:* mention your first reminder; be more forceful about the action you want them to take; say that they can contact you if there are any questions.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

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### EMAIL 3

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Write a very strong final demand.

*Ideas:* mention your previous two reminders; be very forceful about the action you want them to take; say what will happen if they do not take this action.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?