

Paul Robbins training and consultancy

AAT Access Award in Business Skills

Producing Routine Business Documents

Class Exercise **Model Answer**

Your name is Keenan Mustard and you work as an Accounts Assistant for West Sussex Widgets, a small manufacturing company.

You have been asked by your manager to write a business letter to Inna Pickle, who is the Finance Manager at Skint and Brassic about late payment of a debt.

You have been told by your manager that Skint and Brassic owe West Sussex Widgets £8,295 in respect of Sales Invoice WSW209 and that this amount is now more than 90 days overdue.

Despite a number of letters and telephone calls chasing the debt, payment has still not been received from Skint and Brassic.

You need to inform Skint and Brassic that if they don't pay up within the next seven days, then West Sussex Widgets will take legal action against them.

If Inna Pickle has any questions, she should call you on (01273) 987654.

The addresses of each company is as follows. You should use today's date.

<i>West Sussex Widgets 12 Long Road Worthing West Sussex</i>	<i>Skint and Brassic 50 Coast Road Lancing West Sussex</i>
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Task

You should write the letter to Inna Pickle as per your manager's instructions.

**West Sussex Widgets
12 Long Road
Worthing
West Sussex**

27th January 2015

**Ms Inna Pickle
Skint and Brassic
50 Coast Road
Lancing
West Sussex**

Dear Ms Pickle,

Re: Outstanding Sales Invoice

I am writing to inform you that Sales Invoice WSW209 in the sum of £8,295 is now more than 90 days overdue.

Despite a number of reminder telephone calls and letters, payment has still not yet been received from yourselves.

I regret to have to inform you that if payment is not received within the next seven days, we will have no choice other than to commence legal proceedings to recover the debt.

If you have any questions then please do not hesitate to contact me on (01273) 987654.

Yours sincerely,

**Keenan Mustard
Accounts Assistant**