

**(YOUR COMPANY NAME
AND COMPLETE ADDRESS)**

(DATE)

**(CONTACT PERSON)
(PHONE) (FAX) (E-MAIL)**

**(CUSTOMER NAME)
(ACCOUNT NUMBER)
(CONTACT PERSON)
(ADDRESS)
(CITY) (STATE) (ZIP CODE)**

BALANCE DUE: \$(AMOUNT)

Dear **(CUSTOMER CONTACT)**,

We have not received your promised payment of **\$(AMOUNT)** which was due **(DUE DATE)**.

If your payment has been mailed please disregard this message, however if there are some financial concerns that we may not be aware of and additional time is needed with which to pay kindly contact **(CONTACT PERSON)** at **(PHONE NUMBER)** at your earliest convenience so that arrangements can be made.

Sincerely;
**(YOUR SIGNATURE), (TITLE)
(YOUR COMPANY NAME)**

Please remember, our credit terms are net **(NUMBER OF DAYS)** and any unpaid amount exceeding terms will incur interest of 18% per annum (1.5% per month). Any amount not paid when due and an outside collection agency and/or an attorney is retained the customer is liable for all collection fees, attorney fees, interest and all costs associated with the collection of any past due amount.