


Notice of Past Due Account

2nd Notice

- 🔊 This “Second Notice of Past Due Account” provides a strong reminder to a customer that their invoice amount has not yet been paid.
- 🔊 We provide three notice letter forms:
 - This “First Notice of Past Due Invoice” is a friendly reminder that the amount is due. Your customer may have failed to pay for an innocent reason, like losing the invoice or a mistake in their accounting department – this serves as a friendly reminder. You may need to send  invoice again.
 - The second and third notices are progressively stronger in tone.
 - The third / final notice presumes that your customer is well aware of their balance due and is simply refusing to pay or does not have the money. Again, pick up the phone...
- 🔊 The amount of time between notices is up to you. We recommend that the “Second Notice of Past Due Account” be sent about ten days after the First Notice. Depending upon your original agreement with your customer, you may want to extend the period.
- 🔊 While the “First Notice...” is a friendly reminder that your invoice has not been paid by its due date, this second notice is a more pointed reminder. Like the first notice, this letter presumes that non-payment is the result of some oversight or mistake. However, this second letter establishes that the invoice must be paid – without damaging your relationship with your customer.
- 🔊 Also the “First Notice...” does not demand payment by a certain date and, although this “Second Notice” does not include a demand for a payment by a certain date either, it does request that your customer reply if they are unable to pay the invoice or need to make other arrangements.
- 🔊 Your “paper trail” is crucial for prevailing in legal matters and written notices are helpful for providing permanent records of your efforts to collect. Nevertheless we recommend that you also pick up the telephone and contact your customer to try to determine why payment is delayed.
- 🔊 You would do well to document every call you make, to whom you called, time of day, message left, etc.
- 🔊 See also the “Small Claims Court Worksheet” in the event this is going to get ugly.

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🚫 **Do Not Use This Agreement 'As-Is.'**
- 🚫 **This Agreement Is Not Legal Advice.**
- 🚫 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🚫 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🚫 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

[Company Legal Name]

[Address] * [City], [State] [Zip Code]
[Telephone] * [WebSite Address]

[Date]

[Customer]

[Customer's Address]

Dear [Customer],

Re: Past Due Account ~ Second Notice

This notice concerns the balance due from you which we have never received...

- Invoice Number **[Invoice Number]**
- Invoice Date **[Invoice Date]**
- Invoice Amount **\$000,000.00**

Perhaps your check and this reminder are crossing each other in the mail or the missed payment is due to an oversight or other pressing matters.

If there are reasons why you are unable to make full payment, please provide us with an explanation and reply promptly upon receipt of this letter.

We request that you investigate this delinquent payment and either promptly send us a check for the amount due or let us know of your reason for being unable to make full payment upon receipt of this letter.

In order to effectively manage our business, please note that we must refer our delinquent accounts for collection.

We hope to continue our business relationship with you in the future.

We appreciate your immediate attention to this matter.

Thank you very much.

Yours truly,

[Owner/Founder]

[Title]

[Company]