

Customer Name  
Customer Contact  
Customer Full Address

Today's Date

Dear [Customer\_Contact],

This letter requires your immediate attention. Though we have already sent you several reminders, we have received no response from you about your past due account balance. We have given you ample time and have been more than patient with you. Therefore, we must take the following action:

1. We will put your account in the hands of our collection agency.
2. This action will affect your company's credit rating.
3. We may also report this to the I.R.S. as "bad debt loss" with form 1099-A if payment is not received.

You can avoid this by sending us a check today for the full amount due. If we do not receive your payment within the next five days, we will consider the matter out of our hands.

You have a total outstanding balance of [\$ \_\_\_\_\_] with the following invoice(s) overdue:

Invoice #	Invoice Date	Due Date	Amount	Description
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BALANCE DUE: [ \_\_\_\_\_ ]  
FINANCE CHARGE: [ \_\_\_\_\_ ]  
TOTAL DUE: [ \_\_\_\_\_ ]

We regret having to take this action, but we feel we have been more than patient with you. We sincerely hope you will give this your serious consideration.

Sincerely,

[Contact Person at the Company]  
[Company\_Name]  
[Company Telephone Number]  
[ Company Full Address]