

## **Letter to Acknowledge Payment of Overdue Balance**

**This package contains:**

1. Instructions & Checklist for Writing a Letter to Acknowledge Payment of an Overdue Balance
2. Letter to Acknowledge Payment of an Overdue Balance

## Instructions & Checklist for a Letter to Acknowledge Payment of Overdue Balance

- This package contains: (1) Instructions & Checklist for a Letter to Acknowledge Payment of Overdue Balance; and (2) Letter to Acknowledge Payment of Overdue Balance
  
- This form is designed to assist you in drafting a letter to a customer whose credit privileges had been suspended because of an overdue balance, confirming that payment has now been received and his credit privileges have been restored.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 8, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Re: [Account No. \_\_\_\_\_]

Dear [Name of Recipient]:

Thank you for your payment of [ \$ \_\_\_\_\_ ], which we received today. It has been applied to the above-referenced account, eliminating the overdue balance and bringing the account up to date.

The hold on the account has been lifted, which means your charging privileges have been reinstated.

In order to avoid an occurrence such as this in the future, you may wish to apply for automatic payment on this account; if you would like further information about Autopay, please call our customer service line for full details, at [Phone No.].

If Autopay is not a good solution for you, then please remember to pay your balance due by “due date” of each month, which, as you know, usually occurs on this account on the 1<sup>st</sup> of the month..

We value your business. Please call on us again any time if you need assistance with the account.

Sincerely,

[Your Name]