

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Request for Payment – Credit Line Exceeded

Dear :

You are currently over your credit limit and you have exceeded your credit line. Please remit \$Amount immediately in order to bring your account current.

Sincerely,

N A M E