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advice women can trust
Logo will not print with document

Insert Date

Addressee Name
Company Name
Street Address
City, State, Zip

Insert Greeting (Mr./Ms./Miss/Mrs./Dr., etc) Last Name:

The purpose of this letter is to notify you of the delinquent status of your account. Your payment of (insert dollar amount) is (insert number of days) days past due as of the writing of this letter. It is imperative that you bring your account current in order to maintain your account in good standing.

Please send (insert dollar amount), which is the past due payment account plus applicable late charges, fees and penalties, immediately. Doing so is essential to avoid further charges and additional collections actions.

Regards,

Insert Your Name, Insert Your Title