

Past Due Reminder Letter

From:

To:

Date _____

Dear Customer:

Please take note that your account is still past due in the amount of \$ _____.

We sent you a statement a short time ago, which was not acted upon by you. Please submit payment immediately.

Your failure to pay the amount due on your account is a violation of the terms of your credit agreement with us. We therefore will suspend your account in seven days from the date of this letter if we do not receive payment. Once we suspend your account, it is unlikely that we will reactivate credit terms on your account.

We sincerely hope that you submit payment in full.

Thank you.

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