

Notice: Account Past Due

Your Business Name

Street Address

Town, State, Zip

(XXX) XXX-XXXX

Name of Debtor

Address

Dear _____:

This is to inform you that your account [#] in the amount of \$ _____ is currently past due

We sent you a statement for the account on [insert date], which was not acted upon by you. We request that you please submit your payment in full immediately.

Your failure to pay the amount due on your account is a violation of the terms and conditions of our credit agreement, a copy of which we have included with this letter. If you fail to pay the outstanding balance by [insert date], you risk having the account permanently closed.

If you have any questions or comments regarding the account, then please feel free to contact us by phone [xxx-xxx-xxxx], Monday- Friday, from 8am to 5pm, or by email: customerservice@yourbiz.com

We look forward to your timely response in this matter.

Thank you.

[Name]

[Title]