

Past Due Reminder

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

Please be aware that your account with us is still past due in the amount of \$_____.

Please submit your payment immediately. We sent you a billing statement last month and you have neglected to make a payment.

Your failure to pay the full amount due on your account is breaking our written agreement with us. We are therefore suspending your account in ten days from the date on this Past Due Reminder Letter. If your account is suspended it is highly unlikely that we will conduct business together again.

Again, please submit your payment immediately to prevent any disruption of service.

Thank you,

[Sign here]

[Your Name, Title]

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