

NOTICE OF OVERDUE ACCOUNT

"[Insert Date Here]"

"[Insert Addressee Address Line 1 Here]"

address [Insert Address Line 2 Here]
[Insert Address Line 3 Here]
[Insert Address Line 4 Here]
[Insert Addressee Full Name Here]"

SAMPLE

SUBJECT: NOTICE OF OVERDUE ACCOUNT

Dear "[Insert Addressee First Name Here]" ,

With reference to our previous correspondence and attached statement of account, we kindly remind you of your outstanding account to the amount of "[Insert Amount]" , which is due for settlement. If you are unable to settle this amount due to unforeseen circumstances, please contact us to discuss the possibility of making acceptable alternative arrangements.

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We look forward to your correspondence within the next few days.

Kind Regards,

VIEW

"[Insert Your Name]"

"[Insert Your Title Here]"