

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: NOTICE OF OVERDUE PAYMENT

Dear [CONTACT NAME],

Our records indicate that payment on your account is overdue in the amount of [AMOUNT]. If the amount has already been paid, please disregard this notice. If you have not yet mailed your payment, why not make out your check and place it in the enclosed envelope while this reminder is has your full attention.

If there is a problem regarding the enclosed bill, won't you please telephone me at the above number, so that we can discuss the situation. Whatever the source of the problem is, we are in the dark until we hear from you.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com