

June 12, 2014

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

OBJECT: NOTICE OF PAYMENT 60 DAYS PAST DUE

Dear [CONTACT NAME],

Our records show that your account is now 60 days past due. A statement of outstanding invoices is attached for your records.

To keep your account in good standing, payment must be made immediately. If you have any questions or wish to make special arrangements for payment, please contact our accounts receivable department at (800) 123-4567.

Your attention to this matter will be greatly appreciated.

Sincerely,

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