

June 12, 2014

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

OBJECT: REQUEST TO CONTACT CREDIT MANAGER ON PAST DUE ACCOUNT

Dear [CONTACT NAME],

As you are well aware, our two firms have been doing business together for a long time. I must admit it is perhaps why we cannot understand why you haven't responded to any of our reminders advising you that your account has fallen seriously behind.

We hope you that you know we are here willing to help if you are experiencing a problem. We are sincerely concerned about maintaining the goodwill that we have shared for so many years.

This letter is not even to request your payment, but simply to urge you to contact our credit manager.

Let us hear from you soon.

Sincerely,

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