

June 12, 2014

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

OBJECT: WITHDRAWAL OF CREDIT ON PAST DUE ACCOUNT

Dear [CONTACT NAME],

Your file was just placed on my desk for disposition. It seems that your account is seriously past due. We have valued your business for many years, and can only hope that this lack of payment is only an error or an oversight. If you have mailed your check, thank you. If not, please advise this office if any discrepancy exists. I have reviewed the account, and feel I must advise the management to cancel existing credit lines unless payment is received within [NUMBER] days.

I understand that you have had problems lately, and feel that we have been most accommodating. Accordingly, I will expect your check no later than [DATE].

Sincerely,

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