

**PAST**

## **DUE STATEMENT**

**YOUR COMPANY NAME**

*Address (first line)*

*Address (second line)*

*City, Province or State, Postal Code*

*Phone Number*

*Fax Number*

*Date*

«Company Name»

«Address1»

«Address2»

«City», «Prov/State», «Country» «Postal Code»

*This letter is to notify you that your account with us is past due as follows:*

**«Company Name»**

*Due this month*

*Thirty days overdue*

*Sixty days overdue*

*Ninety days or more overdue*

*Total now due*

«End1»

«End2»

«End3»

«End4»

«Balance»

*As you know, our credit policy requires payment in full within 30 days. If you have overlooked your payment, please remit «Balance» immediately in order to keep your account in good standing. If you have already sent us payment, please disregard this letter and accept our thanks.*

*Feel free to call me if you have any questions concerning your account. Your business is important to us and we want to do everything we can to meet your needs and to help you maintain a good credit rating.*

*Sincerely,*

*Your Name*

*Title*