

«**TODAY**»

«**Contact Name**»

«**Company Name**»

«**Company Address**»

Dear «**Contact Name**»:

We have not received payment on invoice number «**Invoice Number**», dated «**Invoice Date**».

Please review your records and send your payment for \$«**Invoice Total:9,999.99**» in today. If you have any questions, please call me.

A late fee of \$«**Late Fee:9,999.99**» has been added to the invoice total of \$«**Invoice Total:9,999.99**», making a new total of \$«**New Total:9,999.99**». In order to preserve your good credit, please send full payment today or contact me to make other suitable arrangements.

If full payment of \$«**New Total:9,999.99**» is not received within 30 days, your account will be referred to a collection agency.

Your account has been referred to a collection agency. Please direct all further correspondence to:

«**Collection Agency Name**»

«**Collection Agency Address**»

«**Collection Agency Phone**»

Sincerely,

Edward Jones
Accounting