

«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