

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

Please check the following invoices that are past due:

No	Date	Amount
No	Date	Amount
No.	Date	Amount

By taking care of this matter now, you will save yourself the trouble of checking them again. If there is a reason for their not being paid, please inform us immediately.

Sincerely,

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

XX days, just XX days is the time our legal department tells us we should extend your open account. After that time - our legal staff will have to take action to collect the balance on your overdue account.

We have repeatedly written and phone your office asking for payment. We know that you understand, as a businessman, that we can no longer be sympathetic. We do expect your cooperation.

We expect a payment from you on or before [DATE].

Sincerely,

[NAME]

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

We have contacted you several times by letter and phone and have discussed arrangements for the payment of your account. The following items are still overdue:

No	Date	Amount
No	Date	Amount
No.	Date	Amount

So far we have not received any sign of your cooperation. Therefore, we must insist on immediate payment.

Sincerely,

[NAME]

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

I am interested in my customers and am always trying to find new ways to improve our service. For these reasons, I am inquiring if there is a reason for your delay in paying your long overdue account. If I can help - by making your payments smaller or extending my terms or by recommending a loan company -- please let me know.

I would appreciate a word from you -- as well as your check.

Sincerely,

[NAME]