

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:

Name

Address Line 1

Address Line 2

City, State Zip Code

Date

Name

Company

Address Line

City, State Zip Code

Re: Overdue Payment Reminder Letter

Dear :

This is a friendly reminder that your payment is currently overdue. We are asking that you take a few moments to write your check payable to Company and place it in the mail.

If you have already sent this payment, please contact us to ensure that it was received after this notice was mailed.

We appreciate your attention to this matter.

Sincerely,

N A M E