June 3, 2011

Contact NameAddressAddress2 City, State/ProvinceZip/Postal Code

**SUBJECT: OUTSTANDING BALANCE DUE – INTEREST PAYMENTS**

Dear \_\_\_\_\_\_

Currently you have an outstanding balance of \_\_\_\_\_\_\_\_\_.

We have sent invoices and statements as follows:

|  |  |  |
| --- | --- | --- |
| INVOICE # | DATE OF INVOICE | AMOUNT OF INVOICE |
|  |  |  |
|  |  |  |
|  |  |  |

We respectfully request that you remit immediate payment towards the total sum due to avoid having this matter being placed with collections.

Please be further advised that as a courtesy we have not included statutory interest of 9% on our prior invoices. However, going forward we will include that charge and it will be reflected on invoices and statements to follow.

This is an important matter that warrants your immediate attention. We therefore strongly urge you contact us immediately to address and resolve this situation or remit the sums aforesaid.

We look forward to hearing from you.

Yours truly,

[YOUR NAME][YOUR TITLE][YOUR PHONE NUMBER][YOUREMAIL@YOURCOMPANY.COM]