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.

This is a serious matter that requires your immediate attention. We therefore strongly recommend that 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]