Name

Address

City,State,Zip

Date

Customer Name

Address

City,State,Zip

Date

Dear Sir:

Your account is now seriously delinquent. We have sent you numerous requests and still have not received your past due payment in the amount of $0000.00.

Please remit $0000.00 by 00/00/00 or your account will be closed, any outstanding orders will be cancelled, and this matter will be referred to our attorney’s for litigation and eventual collection upon judgment. If you refer to our “Terms of Carriage” for shippers, we reserve the right to charge an additional 40% against the balance for delinquent accounts.

Please call me within the today at (000)000-0000 so that we may discuss how to resolve this quickly and amicably.

Sincerely,

Your Name

Managing Partner