

[Debtor's name]

[Street address]

[City, state zip]

[Month day, year]

Re: [Account balance]

[Account number]

Dear [debtor]:

Here's a reminder that your account of \$_____ was overdue as of _____, _____. Please pay this account promptly. If you have already put the check in the mail, we apologize for the inconvenience and thank you for your payment.

Sincerely,