

PAYMENT REMINDER LETTER TEMPLATE

WORDSMITHRESOURCE LLC

December 15, 2020

Enter text here

Enter text here

Enter text here

Enter text here

Enter text here:

We are thrilled to have provided **enter text here** service(s) to you back on **enter text here** that had a contractually agreed-upon fee amount of **enter text here**. As of **enter text here**, there is an outstanding balance of **enter text here**. Previous attempts to secure payment have been unsuccessful; as such, this letter is final notification that said payment is due effective immediately. Kindly remit payment forthwith to avoid any further breach of contract.

If we do not receive payment in full by **enter text here**, your account will be tagged as delinquent, prompting further charges in addition to already incurred late fees. It will also be referred for legal action.

Please contact us to make payment via telephone. Disregard this notice if payment has already been sent.

Thank you for tending to this matter without delay.

Sincerely,

Enter text here

