[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

A review of our records indicates that your account is past due. This notice is a reminder that your payment was due on [date] in the amount of [amount]. Please submit this payment promptly. Be sure to include your account number in order to facilitate proper processing. Acceptable payment methods are Visa, MasterCard, money order, or cashier's check.

If you have already sent your payment to our processing center, then please disregard this notice. If your payment has not been sent, however, then please submit it by mail immediately.

------ OR-------

I’m writing to follow up with you about invoice number 1114 for $475. Payment for this invoice was due to me on 11/25/10, but I have not received this payment yet. Please reply as soon as possible, or call me at 444-1797, to inform me of the status of this payment.

Thank you for your prompt attention to this matter. I look forward to hearing from you.

Sincerely,

[Signature]

[Sender's first and last names]