

**FIRST PAST DUE PAYMENT REMINDER**

**(DATE)**

(CUSTOMER NAME)  
(ACCOUNT NUMBER)  
(CONTACT PERSON)  
(ADDRESS)(CITY) (STATE) (ZIP CODE)

**BALANCE DUE: \$(AMOUNT)**

Dear **(CUSTOMER CONTACT)**,

We have not yet received your payment of \$(AMOUNT) which was due **(DUE DATE)**.

(If your payment has been recently mailed, please disregard this message).

Sincerely;

**(YOUR SIGNATURE), (TITLE)**  
**(YOUR COMPANY NAME)**

**Please remember**, our credit terms are net **(NUMBER OF DAYS)** and any unpaid amount exceeding terms will incur interest of 18% per annum (1.5% per month). Any amount not paid when due for which an outside collection agency and/or an attorney is retained will result in the customer's liability for all collection fees, attorney fees, interest and all costs associated with the collection of any past due amount.