

SECOND PAST DUE REMINDER

(DATE)

(CUSTOMER NAME)

(CUSTOMER ACCOUNT NUMBER)

(CONTACT PERSON)

(ADDRESS)

(CITY) (STATE) (ZIP CODE)

YOUR ACCOUNT IS PAST DUE

Dear **(CUSTOMER CONTACT)**,

We have not received payment for invoice number **(INVOICE NUMBER)** dated **(INVOICE DATE)** in the amount of **\$(AMOUNT DUE)**.

(INVOICE NUMBER) is **(NUMBER OF DAYS)** late. Interest of **\$(INTEREST)** has been added to the outstanding balance and **\$(TOTAL DUE)** is now due.

Please mail your remittance immediately in order to protect your credit privileges. Should there be a financial concern to be considered with respect to this matter, please feel contact me directly at **(YOUR PHONE NUMBER AND EXTENSION)** so that terms may be discussed.

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.