

Business Contracts



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FINAL NOTIFICATION OF OVERDUE ACCOUNT

<<CurrentDate>>

<<Company>>

<<Address1>>

<<Address2>>

<<City>>, <<State>> <<PostalCode>>

Phone: <<WorkPhone>> Fax: <<Fax>>

Re: Final Notification of Overdue Account

Dear <<CustSalutation>> <<CustLastName>>,

As per our previous notification (see attached), this notification is to inform you that your account with us is now 45 days past due for the month of <<Month>> and in the amount of <<Amount>>.

You have 15 days from the receipt of this letter to make payment and bring your account up to balance.

If your account with us remains in delinquent status for more than 61 days from the initial due

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