

# Business Contracts



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**NOTIFICATION OF OVERDUE ACCOUNT**

<<CurrentDate>>

<<Company>>

<<Address1>>

<<Address2>>

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

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

Re: Invoice 30 Days Past Due

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

As a professional courtesy to you, this notification is to inform you that your account with us appears to be 30 days past due for the month of <<Month>> and in the amount of <<Amount>>.

Please submit your payment to us as soon as possible in order to clear your past due balance with our company. Failure to do so will result in a "Final Notification of Overdue Account" letter from our

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# S A M P L E

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