[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: OVERDUE PAYMENT NOTICE**

Dear [CLIENT],

Our records show that [AMOUNT] is overdue on your account. If payment has not been mailed then make out your cheque and place it in the enclosed envelope as soon as possible.

In case of an issue or inquiry, please contact us at the number below, so that we can discuss the situation. We do not know how to progress appropriately until we hear from you.

Thank you in advance for your anticipated cooperation in this matter and we hope to hear from you soon.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]