[DATE]

Contact Name

Address

Address2

City,

Zip/Postal Code

#### RE: Payment Collection

Dear [CONTACT],

As per the promissory note dated [DATE], your payment of [AMOUNT] is over due

If payment has already been made then kindly forward the proof thereof, otherwise, please make payment immediately in order to avoid any recourse taken against you.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]