[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT EXTENSION FOR VALUED CUSTOMERS ON PAST DUE ACCOUNTS**

Dear [CONTACT NAME],

Our credit department has noticed that your account is past due. Since you are such a valuable customers, we would like to offer you any assistance that we can. We know that most overdue balances result from clerical errors. However, should you require additional time to settle your balance, please do not hesitate to give us a call. We will ensure you are granted an additional [NUMBER] days in which to pay your account balance.

We sincerely hope that this gesture will be of some assistance to you as we do value your business. Thank you for your kind consideration, and we look forward to seeing you soon.

Kind Regards

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]