[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT WITHDRAWAL ON LATE ACCOUNT**

Dear [CONTACT NAME],

We have noticed that your account is seriously past due. We appreciate your patronage, and hope this lack of payment is only an oversight or mistake. If you have mailed your cheque, thank you. If not, please contact our office if any discrepancy exists.

We have reviewed the account and feel we must advise management to cancel existing credit lines unless payment is obtained within [NUMBER] days.

We understand that you have had issues lately and we will be most accomodating. Accordingly, we will expect your cheque no later than [DATE].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]