[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST FOR INFORMATION REGARDING PAST DUE ACCOUNT**

Dear [CLIENT NAME],

It appears you are ignoring that your account is severely past due.

I have enclosed a statement providing evidence that your account has an outstanding balance of [AMOUNT DUE]. If there is some reason why you have failed to send payment, please call us to discuss the problem.

If you would rather, please feel free to write us a note at the bottom of this letter and send it in the enclosed envelope.

Thank you for your cooperation with this matter.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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