[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: SHIPMENTS HELD UNTIL PAST DUE BALANCE PAID**

Dear [CONTACT NAME],

This letter is confirmation of the content of our recent telephone conversation with regards to the overdue balance of your account.  
  
As mentioned in that conversation, the current balance on your account is [AMOUNT], of which [AMOUNT] is now overdue for payment. We will look forward to receiving your cheque, within the next week, to clear the overdue charges on your account.  
  
Once these charges have been paid, we will be in a position to review the current credit arrangements for your account. However, at the moment, all your orders are currently being referred to us, and your cheque to clear the overdue balance must be received before any future shipments on credit can be made.  
  
Your cooperation and prompt attention to this matter will be greatly appreciated. If you have any questions regarding your account, please do not hesitate to contact me.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]