

Payee: [Name/address]

Payor: [Name/address]

_____, 20_____

Dear _____ [Payor],

As of the above date, you still owe \$_____ for: (Check one)

- Rent.
- Your purchase.
- Your account. Your account number is _____.
- Other: _____.

Your payment is past due by _____ days. Your original due date was _____, 20_____.

Late Charge (Check one)

- There is NO late charge.
- As a result of the delay, you now owe: (Check one)
 - \$_____ in late charges.
 - _____% of the total amount in late charges.

If you have any questions please contact _____ via (Check all that apply)

phone postal mail e-mail, at the contact information listed below. If you do not provide payment within _____ days of receiving this letter, we may pursue further legal action.

Best regards,

Name _____
Company _____
Address _____
Phone _____
E-mail _____

