

Request for Payment

Date: _____, 20 ____

To: _____

RE: Payment of Your Account

Dear _____ :

Regarding your account, please be advised that we show the following outstanding balance on our books:

Invoice # _____	Date _____	Amount	\$ _____
Invoice # _____	Date _____	Amount	\$ _____
Interest on account at _____ percent		Amount	\$ _____
Late charges		Amount	\$ _____
Less credits and payments		Amount	\$ _____
TOTAL BALANCE DUE		AMOUNT	\$ _____

Please be advised that we have not yet received payment on this outstanding balance. We are certain that this is merely an oversight and would ask that you please send the payment now. Please disregard this notice if full payment has been forwarded to us.

Thank you for your immediate attention to this matter.

Very truly,

Signature

Printed Name