Ar 15

Hello,

We are contacting you to advise that we show your account is now past due by over 15 days. Please see attached statement of account.

If you require any further details or copies of invoices, please let me know and I’ll send them over right away.

If you have a pending claim that is holding up the payment, please also reply back to advise us.

We appreciate the prompt payment to avoid any possible hold on the account.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR 30

Hello,

We are contacting you to advise that we show your account is now past due by over 30 days. Please see attached statement of account.

If you have a pending claim that is holding up the payment, please also reply back to advise us.

Please provide update ASAP to reverse the hold on your account, as it has now been held due to the outstanding balance.

We appreciate the prompt payment, as well as an update on when it will be received.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR 60

Hello,

We are contacting you to advise that we show your account is now past due by over 60 days. Please see attached statement of account.

If you have a pending claim that is holding up the payment, please also reply back to advise us.

Please respond back within 5 Business days to advise the payment status, as your account is now on hold.

If we are not successful in clearing the account soon, we may contact a collections company regarding your account.

We appreciate the prompt payment, as well as an update on when it will be received.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR follow up 2nd Week

I left a voicemail for you just a few minutes ago, just following up on your account balance. As per below email we have not yet received payment and would like to know when we can expect it.

We appreciate the prompt payment on your account.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR KEY

Hello,

We are contacting you to advise that we show your account is now past due by over # days.

Attached is a statement of account.

If you require any further details or copies of invoices, please let me know and I’ll send them over right away.

If you have a pending claim that is holding up the payment, please also reply back to advise us.

We appreciate the prompt payment on account, as well as an update on when it will be received.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR Reminder

Hello,

This is a reminder invoices on your account will be due this month. Please see attached for details.

We appreciate the prompt payment on account.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.

AR Shortpay

Hello,

We are contacting you to advise that there is a short pay on recent payment. Please see attached statement of account.

If you have a pending claim that is holding up the payment, please also reply back to advise us.

We appreciate the prompt payment on account to avoid any possible hold on the account.

In order to make the reconciliation process smooth for all parties, please identify which invoices are being paid on each cheque that is sent so we can reconcile to our records.

If the amounts don’t match your records, please contact me before processing payment.