

NOTICE: PAYMENT PAST DUE

Account #:	Date:	
Customer:	Telephone:	
Address:		
City:	State:	Zip:

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

INVOICE NO.	ITEM/DESCRIPTION	DATE	AMOUNT
	Interest charged on your account at _____%		
	Late charges		
	Less credits and payments		
	TOTAL BALANCE DUE		

We would be most grateful for your prompt attention and remittance. We must request that you please send the payment immediately. Please disregard this notice if full payment has been forwarded to us.

If you have a question or problem with this billing, please call us immediately.

Sincerely,
