

January X, 20XX

Dear Company A,

This is a friendly reminder that your account has a past due balance of \$X.xx. Attached are the [invoices](#) we show to be unpaid; please check your [records](#) and if you find that these have already paid, please contact me at 713-555-5555.

If we do not hear from you or receive [payment](#) within 10 days from the date of this letter, your account will be put on [credit](#) hold and no further [services](#) will be provided until all overdue balances are paid in full. Thank you for your prompt attention to this matter.

Sincerely,

Collections Representative

Sample Letter Of Submitting Receivable Account

Kathleen Armour



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