

PAYMENT PAST DUE

Date: _____

Account No.: _____

From: _____

To: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

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

INVOICE NO.	INVOICE DATE	DUE DATE	ITEM/DESCRIPTION	AMOUNT
Interest Charged At ___ %				
Late Charges				
Credits and Payments				
TOTAL				

We would appreciate your prompt attention to this notice. To avoid further late charges we must request that you please remit the balance due immediately. Please disregard this notice if full payment has been forwarded to us.

Please feel free to contact us if you have any questions or concerns regarding this bill.

Sincerely,