

BILLING LETTER NO.1

Payment Reminder

(date)

Phone: (number)

(name and address of debtor)

Dear (name of debtor):

Our records indicate that your account of (date) incurred for (describe nature of account) in the amount of (indicate amount) is now (indicate number) days overdue.

If you have already submitted payment, please (disregard this notice **OR** contact _____ at _____).

In the event that you have not paid this account, we would appreciate receiving your remittance or being advised of your repayment plans as soon as possible.

Your cheque or money order should be made payable to (name of payee) and mailed to the following address (mailing address).

Sincerely,