



Past Due Form Disclaimer

Please read the disclaimer below before using this form.....

You may use this form as an effort to collect on a past due account. This form provides final notice that a creditor will be taking action against a debtor to enforce the collection of an unpaid debt. This notice gives the debtor party a final opportunity to resolve the debt. This document should be used by small businesses or other entities that want to retain the services of a collection agency on an unpaid debt after unsuccessful collection attempts.

Disclaimer: All information and forms are provided "as is" without any warranty of any kind; express, implied or otherwise including as to their legal effect and completeness. They are for general guidance only.

PAYMENT PAST DUE REMINDER

DATE: _____

FROM: _____

ATTN: _____

COMPANY: _____

ADDRESS: _____

CITY, ST, ZIP: _____

Re: PAST DUE INVOICE _____

Dear _____

A review of our records indicates that invoice # _____ is past due, in the amount of _____. This notice is a reminder that your payment was due on _____ in the amount of _____. Please submit this payment promptly. Be sure to include your account number or invoice number on any payment instrument you submit in order to facilitate proper processing.

Acceptable payment methods are: _____

If you have already sent your payment to our processing center, then please disregard this notice.

If your payment has not been sent, however, then please submit it immediately.

Thank you for your prompt attention to this matter.

Sincerely,