Monday, 7 February 2022

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| --- | --- |
| Company Name.  Address Line 1  Address Line 2  City, State, Postcode. |  |

Your Account/Invoice is overdue

Dear Sir/Madam,

(insert your name or company name) writes to inform you that your account is overdue.

*(insert this paragraph if you have terms and conditions on a signed or acknowledged contract or credit application form)*

We inform you that your account also has provisions for interest and at this time we reserve the right to claim the fees and interest of $ *(insert dollar value here),* and add it to your account as agreed by you in the terms, should this account remain in default of terms.

We ask that you please check your records and if you consider that any of the details relating to your account/invoice to be incorrect, then please contact the writer.

We require this matter be rectified immediately and the account be fully paid to within terms by *(insert date 7 days from now)* or we reserve our rights to have this account referred to Bell Mercantile for further recovery.

Yours sincerely