Your Name

Company Name

Street address

City, county, postcode

Date

Recipient Name

Street address

City, county, postcode

Dear Recipient Name:

Is there a reason why you have not paid your bill of £amount?

Your signed credit agreement states that you agree to pay this bill in number of payments instalments. Your payment number payment is now overdue by number of days days.

Please remit payment of £amount by date. If you have any questions or concerns regarding this bill, please contact me on phone.

Failure to send the full amount by date may mean that your account is turned over to a collection agency. Your prompt attention is required to resolve this issue.

Yours sincerely,

Your name

Title