

STATEMENT OF ACCOUNT

Date: _____

Account Number: _____

BILL TO:

Statement Date: _____

Payment Due Date: _____

Amount Past Due: _____

Dear _____,

This letter serves as a formal notification that your account remains overdue. Our records indicate an outstanding balance of _____ which was originally due on _____.

We value your business and would like to help you clear this balance. Please review the statement details below. If payment has already been sent, please accept our thanks and disregard this notice.

If you are experiencing financial difficulties or require a payment arrangement, please contact us immediately at _____ to discuss options.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	ORIGINAL AMOUNT	AMOUNT DUE

Subtotal: _____

Late Fees / Interest: _____

Total Amount Due: _____

Payment Instructions:

Please make checks payable to _____. To make a payment via credit card or bank transfer, please visit _____ or call _____.

Sincerely,

Authorized Signature

Thank you for your prompt attention to this
matter.