

**ABC CONTRACTORS**

123 Any Street  
Anytown, US 00000  
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

We have not received a reply from you regarding your overdue account. However, we are sure that you will immediately remit a check in the amount of \$ to bring your account current.

Please use the postage paid envelope that is enclosed for your convenience.

Sincerely,

Name

Title

Enclosure