January X, 20XX

Dear Company A,

This is a friendly reminder that your account has a past due balance of $XX. Attached are the [invoices](https://strategiccfo.com/time-saving-tip-for-filing-vendor-invoices/) we show to be unpaid; please check your [records](https://strategiccfo.com/are-you-maintaining-accurate-records/) and if you find that these have already paid, please contact me at 713-555-5555.

If we do not hear from you or receive [payment](https://strategiccfo.com/define-payment-terms/) within 10 days from the date of this letter, your account will be put on [credit](https://strategiccfo.com/debit-versus-credit/) hold and no further [services](https://strategiccfo.com/cogs-and-the-balance-sheets-services-based-business/) will be provided until all overdue balances are paid in full.

Thank you for your prompt attention to this matter.

Sincerely,

Collections Representative