

Notice of Overdue Account

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [customer] ,

A review of your account shows that a statement was sent to you on _____, 20____, showing a balance due of \$_____. To date we have not received any payment on that account, which is now _____ days past due.

If your records show that we are in error and payment was made, please call or drop us a note with the payment information so we can correct our records.

If payment has not been made, we would appreciate a prompt payment response correcting the situation; or call us so we may discuss partial payment options.

Your patronage is appreciated, as is your attention to this matter.

Sincerely,

H.M. Smith