

Tel:

Fax:

<<Current Date>>

«company»

Owner/Manager

«debtor_1_first» «debtor_1_last»

«debtor_2_first»«debtor_2_last»

«address»

«city», «state». «zip»

Subject: PAST DUE ACCOUNT – 10 DAY DEMAND

Dear Sir or Madam:

Despite our previous attempts, you have failed to bring your account current as requested.

You have ten (10) days from the date of this letter to resolve payment of your account. If payment is not received by the end of business on <<10 days from today>> we will be forced to place your delinquent account with JMH & Associates, our collection agency.

Sincerely,