

DEMAND FOR PAYMENT

Date

To-

Dear

We have enjoyed a mutually beneficial business relationship, and we certainly want nothing to change it. However, we are quite concerned about your overdue balance in the amount of \$

If circumstances prevent you from paying now on your account, please contact us immediately. We can probably arrange some type of a payment plan that may be helpful to you.

If we do not hear from you, we must reluctantly assume there is nothing further we can do and your account may be taken from our hands. We look forward to hearing from you within the next (10) days.

Very truly,