

[YOUR LETTERHEAD]

[date]

_____ [name and address of deadbeat]

VIA CERTIFIED MAIL,
RETURN RECEIPT REQUESTED

RE: NONPAYMENT OF AMOUNTS DUE TO
[YOUR COMPANY]

Dear Mr./Ms. _____:

Please be advised that I am acting on behalf of _____ [your company name] (the "Company"), to whom you owe \$_____, together with accrued interest of \$_____, for services rendered pursuant to the attached invoice dated _____, 20__.

The Company has contacted you a number of times to obtain payment of your overdue account. Despite these efforts, and your repeated assurances that all overdue amounts will be paid in full, you have not paid the Company's overdue account.

Please be advised that the Company intends and has authorized its attorneys to take all available legal action against you personally in this matter. This will be done forthwith if the Company has not received the foregoing amount in full by the close of business on _____, 20__ [10 to 14 days from the date of the letter is customary].

Kindly remit payment in full to the undersigned, by bank or certified check, payable to "[Name of Your Company]" by this date to avoid further action. Your agreement with the Company provides for accrual of interest at ____% per annum (____% per month) which will continue to accrue until the Company has received payment in full of its outstanding invoice. As a final matter, I call to your attention that if payment is not received in full by _____, 20__ as aforesaid the Company will seek payment of its legal fees and expenses, in addition to the amounts owed and accrued interest, in any action brought against you.

Please direct all future correspondence in this matter to my attention.

Very truly yours,

cc.: [name and address of your company's attorneys]