<Date here>

<Customer Name here>

<Customer Address here>

<Customer City, Province here>

<Customer Postal Code here>

Accounts Payable Department:

We have been in contact with you over the course of the last several months regarding payment of your past due account. While we have been sympathetic to <insert customer’s name here> financial situation, our accountant is now urging us to seek resolution.

Please refer to the enclosed invoice copies, and statement showing a balance owing of <insert dollar amount here >.

We would like to suggest getting this amount cleared up in 3 equal payments of <insert dollar amount here> during <insert months and year(s) here>. If this instalment plan is not feasible, please suggest an alternate plan that would work for you. If this payment plan is acceptable, please forward 3 post dated cheques ASAP.

If you have any questions or concerns, I can be reached at <insert your phone number here>

Thank you,

<Your name here>

<Your title here>

<Your email address here>