

<Insert date>

<Insert name>

<Insert address>

RE: THIRD REMINDER - OUTSTANDING ACCOUNT

<Insert name>

We have recently sent you a number of letters to remind you that the balance of \$<Insert amount> was overdue.

We ask again that if you have any queries or are not able to make full payment immediately, please contact us.

If neither of the above applies to your situation please organise for the settlement of the remaining balance immediately.

Payment of your account has now well exceeded our normal credit facility and we are not in the position to be able to allow this matter to continue unresolved indefinitely.

Regards,

<Insert Name>

<Insert position>