## Demand for Payment Letter #3

Subject: NAME OF COMPANY, YOUR ACCOUNT IS SERIOUSLY PAST DUE - $(AMOUNT)

Dear (CUSTOMER CONTACT),

This is our 3rd email in our efforts to collect your past due balance of $(AMOUNT) for invoice (s) number (LIST INVOICES) which was due (DUE DATE). Your account has been placed on credit hold until we receive your payment.

To pay your past due balance online Click Here, or you can mail your payment to the following address:

Company Name

Street Address

City, State, Zip

If you have any questions related to these invoices or need to speak to a credit representative, please contact NAME OF PERSON at EMAIL ADDRESS and PHONE NUMBER. We appreciate you looking in to this matter.

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Yours,