



Hobble Creek Publishing
1265 W Canyon Pkwy
Mapleton UT 84210
(801) 312-4589

«[TODAY](#)»

«[Contact Name](#)»
«[Company Name](#)»
«[Company Address](#)»

Dear «[Contact Name](#)» :

We have not received payment on invoice number «[Invoice Number](#)» , dated «[Invoice Date](#)» .

Please review your records and send your payment for \$ «[Invoice Total:9,999.99](#)» in today. If you have any questions, please call me.

A late fee of \$ «[Late Fee:9,999.99](#)» has been added to the invoice total of \$ «[Invoice Total:9,999.99](#)» , making a new total of \$ «[New Total:9,999.99](#)» . In order to preserve your good credit, please send full payment today or contact me to make other suitable arrangements.

If full payment of \$ «[New Total:9,999.99](#)» is not received within 30 days, your account will be referred to a collection agency.

Your account has been referred to a collection agency. Please direct all further correspondence to:

«[Collection Agency Name](#)»
«[Collection Agency Address](#)»
«[Collection Agency Phone](#)»

Sincerely,

Edward Jones
Accounting