

PAYMENT INQUIRY

Date:

To:

Dear

We are at a loss to understand why your account balance of \$ _____ has not been paid.

Perhaps you can now take a moment and help resolve it. Please complete the below portion and return it to us.

_____ The account has not been paid because:

_____ The account will be paid on or before _____, _____ (year).

_____ Our check is enclosed. Sorry for the delay.

Thank you for your prompt consideration.

Very truly yours,
