

Madison McCarthy
McCarthy Designs
444 Sunset Drive
Galena, TX 67345

August 13, 20xx

John Clemens
3478 West Street
Galena, TX 67345

Dear Mr. John Clemens,

I know you're a very busy man, and sometimes bills can easily get misplaced. However, my records show that you still have an outstanding balance on your account in the amount of \$475.00 with a past due date of June 30, 20xx. I have enclosed a copy of the invoice.

If you have already submitted this payment, please accept my sincere apologies. Otherwise, please send the full amount based on our written agreement or I will begin charging a 3 percent interest charge for the amount still outstanding after 60 days.

Thank you for your prompt response to this matter. Also, I value you as a customer and hope to continue doing business with you in the future.

Sincerely,

(sign your name here)

Madison McCarthy
McCarthy Designs