

## **Letter Stating Deliveries Held Until Past Due Balance Paid**

**This package contains:**

1. Instructions & Checklist for Letter Stating Deliveries Held Until Past Due Balance is Paid
2. Letter Stating Deliveries Held Until Past Due Balance Paid

## Instructions & Checklist for Letter Stating Deliveries Held Until Past Due Balance Paid

- This package contains (1) Instructions & Checklist for a Letter Stating Deliveries Held Until Past Due Balance Paid; and (2) Deliveries Held Until Past Due Balances Paid Letter;
- This form is designed to assist you in drafting a letter for when deliveries on a past due account are being suspended until payment is made.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

Thank you for your continued business. We have enjoyed having the opportunity to work with you.

However, in reviewing your account status, it appears that a balance of [Amount Due] was due on [Previous Due Date]. Since your account is overdue, we have temporarily suspended deliveries until the balance is paid. Please submit your payment by [New Due Date] to resume deliveries as previously scheduled. Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Title if any or delete if none]

Enclosure