

Credit Extension to Past Due Customer with Preferred Status

This package contains:

1. Instructions & Checklist for Writing a Letter Providing Credit Extension to a Past Due Customer with Preferred Status
2. Letter Providing Credit Extension to a Past Due Customer with Preferred Status

Instructions & Checklist for a Letter Providing Credit Extension to a Past Due Customer with Preferred Status

- This package contains: (1) Instructions & Checklist for a Letter Providing Credit Extension to a Past Due Customer with Preferred Status; and (2) Letter Providing Credit Extension to a Past Due Customer with Preferred Status

- This form is designed to assist you in drafting a letter to offer a preferred customer -- who is past due -- extra time to bring his account up to date.

- 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.

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

September 9, 2009

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

Re: [Account No. _____]

Dear [Name of Recipient]:

It has come to my attention that your account is past due in the amount of [\$_____]. Since you are one of "Preferred Customers," I have asked the Accounting Department to delay sending out any past due notice, so that I can write to you directly about what might have occurred.

When the account of a person with such an excellent payment record as yours becomes past due, it is often the result of a minor clerical error on the part of the account holder. If, after you have checked your records thoroughly, you find that this is not the case, and that instead you may be having some unusual difficulty at this time, we would like to offer you an extension of time to pay. If you think this would be of help, please give me a call and I will order a hold on the account for a maximum of [_____] days to give you time to get that balance of [\$_____] paid.

We appreciate your business and want to help; please do not hesitate to call me about this or any other matter regarding your account. You can reach me on my direct line: [Direct Line Phone No.].

Sincerely,

[Your Name]

Enclosures