

Notification Letter that payment will be late

This package contains:

1. Instructions & Checklist for Notification Letter that payment will be late
2. Notification Letter that payment will be late

Instructions & Checklist for Notification Letter that payment will be late

- This package contains (1) Instructions & Checklist for Notification Letter that payment will be late; and (2) Notification Letter that payment will be late;
- This form is designed to assist you in drafting a letter notifying a company that your payment will be late.
- 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.
- Sometimes these sample letters includes additional instructions and example wording which is indicated by being italicized and in brackets and looks like [*this is the sample text*]. This text in brackets need to be reworded and tailored for your particular situation and the example wording needs to be deleted.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- 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]

May 31, 2009

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

Re: Account Number: [Account Number]

Dear [Name of Recipient]:

We are sorry to inform you that because of unforeseen circumstances we will be unable to make our payment on time (*select applicable one*: for this month or for invoice #) on the above account..

We expect that we will be able to make our payment of \$[Amount] within [Number of Days] days. We appreciate you patience and understanding in this matter.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

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