

Delinquent Account Discussion

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to discuss an important matter regarding your account with [Your Company]. As of [Insert Date], our records indicate that your account is now delinquent with a total outstanding balance of [Insert Amount].

We understand that circumstances can arise that may affect timely payments, and we are here to discuss any challenges you may be facing. Our goal is to find a solution that works for both parties, and we value your partnership.

Please contact us at your earliest convenience to discuss your account and any potential payment arrangements. You can reach me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]
[Your Title]
[Your Company]