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Notice of Funds Due

Date: _____

Client Name: _____

Client Address:

_____

Please be advised that you owe the party listed below funds in the amount of $2 (two US dollars).

This amount includes a late fee of the following: _____.

You have now been in default on payment for the following amount of time: _____.

These funds are owed to the party listed below due to services provided on _____. The services provided were as follows:

_____

As these funds are past due, they were to be paid back in full by _____. As it has not yet been paid back, prompt action is required to satisfy your financial obligations to the party listed below.

If payment is not made within the next 5 (five) days, the party below reserves the right to take any legal action necessary to recover the full amount without further notice to you. Please be advised this letter may be used as evidence regarding your failure to pay.

Payment may be made via any of the following methods:

_____

Sender Information:

_____
_____
Phone Number: _____