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Date Here

Dear :

As of the above date, our records reflect the following unpaid past due invoices from (insert Co. name):

<u>Invoice #</u>	<u>Amount</u>	<u>Due Date</u>
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Because of the significance of this past due amount, we have place your account on credit hold effective immediately. Any scheduled future shipments will not be released with trade credit terms unless your entire past due amount is brought current.