

Initial Communication with Overdue Customers:

Good Morning/Afternoon,

Enclosed please find a statement of account listing outstanding invoices. At least one of the invoices is greater than 60 days old. As part of our year-end processes, we would like to confirm the accuracy of this statement.

If you have already paid the invoice, please accept our apologies. Would you be so kind to provide us with payment information - please include date paid and method of payment (check or EFT number, etc.). If you are able to provide a copy of your cancelled check (front and back) that would be helpful to ensure we can accurately apply your payment.

If you need a copy of an invoice, please let us know.

You can mail, fax or e-mail your information to me. My contact information is listed below.

If you have any additional questions or if there is anything else we can do to assist you, don't hesitate to contact us.

Regards,

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