PRINT ON UA LETTERHEAD

Date

Company

Mailing Address

Subject: 30 Days Past Due Notice

Dear Contact Person:

Our payment records indicate your organization is 30 days behind in payment of the attached invoices incurred under agreement XXXX. Please make payment in the amount of $XXX.XX by no later than 15 days from the date of this letter.

Make payable to the “University of Arizona” and remit to:

EXPERIMENT STATION MAILING ADDRESS

If you have questions, please don’t hesitate to contact me at PHONE NUMBER or EMAIL ADDRESS.

We value your business and our partnership. Thank you in advance for your prompt attention to this matter.

Sincerely,

BUSINESS OFFICER

TITLE

Attachment