PRINT ON UA LETTERHEAD

Date

*Transmitted via certified letter and email*

Company

Mailing Address

Subject: URGENT, 90 Days Past Due Notice

Dear Contact Person:

Our payment records indicate your organization is 90 days or more behind in payment of the attached invoices totaling $XXX.XX. These charges were incurred under the agreement number XXXX, which requires (REMEDY).

This matter has been referred for formal collections activities. If paid in full within 10 days of the date of this letter, we will cease formal collections activities. Following the expiration of the active agreement, the COMPANY NAME will not be allowed on the AES SITE NAME campus, and will no longer be eligible to engage in business activities at any of the Arizona Experiment Station sites, unless and until payment is received in full. Additional actions may be taken.

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

EXPERIMENT STATION MAILING ADDRESS

I can be contacted at PHONE NUMBER or EMAIL ADDRESS.

Sincerely,

BUSINESS OFFICER

TITLE

Attachment

CC: AES GOVERNANCE LEADER AND TITLE

SUPERINTENDENT OR RESIDENT DIRECTOR AND TITLE