PRINT ON UA LETTERHEAD

Date

*Transmitted via certified letter and email*

Company

Mailing Address

Subject: URGENT, 60 Days Past Due Notice

Dear Contact Person:

Our payment records indicate your organization is 60 days behind in payment of the attached invoices incurred under agreement XXXX, which requires (REMEDY). 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

Please contact me at PHONE NUMBER or EMAIL ADDRESS right away to coordinate payment.

If payment in full is not received or we do not negotiate an acceptable payment plan within 15 days from the date of this letter, I am required to refer this matter for formal collections activities. Further lack of payment could also result in a loss of access to and use of the Arizona Experiment Station system, including the AES SITE NAME.

Your prompt attention to this matter is required.

Sincerely,

BUSINSS OFFICER

TITLE

Attachment

CC: SUPERINTENDENT OR RESIDENT DIRECTOR AND TITLE