



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## SECOND NOTIFICATION OF OVERDUE ACCOUNT

<<CurrentDate>>

<<Company>>

<<Address1>>

<<Address2>>

<<City>>, <<State>> <<PostalCode>>

Phone: <<WorkPhone>> Fax: <<Fax>>

Re: Invoice 45 Days Past Due

Dear <<CustSalutation>> <<CustLastName>>,

As a professional courtesy to you, this notification is to inform you that your account with us appears to be 45 days past due for the month of <<Month>> and in the amount of <<Amount>>.

Please submit your payment to us as soon as possible in order to clear your past due balance with our company. Failure to do so will result in a "Final Notification of Overdue Account" letter from our company stating that you have

## DEMO CONTRACT

**This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections**

<https://www.proposalkit.com/htm/legal-contract-templates/problem-notification/second-notice-of-overdue-account.htm>

**Once you purchase, download and install a retail Contract Pack**

that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

