**Sample fax cover letter**

Janet

ANZ Grindlays

345, Down street

Phoenix, AZ

USA

Barbara

ANZ Grindlays

432 C, Drachmann

Tucson, AZ 85705

USA

Dear Ms Barbara:

This is to bring to your kind notice that your credit card debts have not been paid yet. The due date was that of 23rd of this month which is gone by. It’s been late for 24 hours. Your debts have exceeded the credit card limits and needs to be paid within a month. This is the first warning; the second warning will be given after a month. Make sure you make your payments by installments or in full by the end of next month as it is already 24th. Your credit statement along with the outstanding balance was sent to you on the 15th. If not for the debts make sure you pay the minimal outstanding balance for the continuation of credit service, otherwise all your credit services will be deactivated.

Yours faithfully

Janet

(Branch Manager)