**FIRST COLLECTION LETTER TEMPLATE**

Your business name

Address

City, State, ZIP

Telephone Number

Date

Customer name

Address

City, State, ZIP

Dear Mr./Ms. \_\_\_\_\_\_:

This is a friendly reminder that your account is past due in the amount of \_\_\_\_\_\_\_. This invoice was due on \_\_\_\_\_\_ and is currently \_\_\_\_ days past due. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:

Invoice Date:

Invoice Amount:

Description of Services or Products:

We realize that this may be an oversight and would appreciate it if you would make your payment no later than \_\_\_\_\_\_. Please use the enclosed postage-paid envelope to mail your check.

We also accept debit/credit card payments. You can send an email to \_\_\_\_\_, and we will send you a payment link to process your payment. You may also give us a call at \_\_\_\_\_ to make a payment over the phone.

If you are unable to make payment in full by \_\_\_\_\_, please give us a call at \_\_\_\_\_ to make

payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,

**SECOND COLLECTION LETTER TEMPLATE**

Your business name

Address

City, State, ZIP

Telephone Number

Date

Customer name

Address

City, State, ZIP

Dear Mr./Ms. \_\_\_\_\_\_:

We sent a letter on \_\_\_\_\_\_ to inform you that your account is past due in the amount of \_\_\_\_\_\_. In addition, further attempts to reach you by telephone have been unsuccessful, which is why you are receiving this second notification.

This invoice was due on \_\_\_\_\_\_ and is currently \_\_\_\_ days past due. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:

Invoice Date:

Invoice Amount:

Description of Services or Products:

We realize that this may be an oversight, and we would appreciate it if you would make your payment no later than \_\_\_\_\_\_\_\_. Please use the enclosed postage-paid envelope to mail your check.

We also accept debit/credit card payments. You can send an email to \_\_\_\_\_, and we will send you a payment link to process your payment. You may also give us a call at \_\_\_\_\_ to make a payment over the phone.

If you are unable to make payment in full by \_\_\_\_\_, please give us a call at \_\_\_\_\_ to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,

**THIRD COLLECTION LETTER TEMPLATE**

Your business name

Address

City, State, ZIP

Telephone Number

Date

Customer name

Address

City, State, ZIP

Dear Mr./Ms. \_\_\_\_\_\_:

We sent a letter on \_\_\_\_\_\_ to inform you that your account is past due in the amount of \_\_\_\_\_\_. In addition, further attempts to reach you by telephone have been unsuccessful which is why you are receiving this third notification.

This invoice was due on \_\_\_\_\_ and is currently days past due \_\_\_\_\_. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:

Invoice Date:

Invoice Amount:

Description of Services or Products:

We realize that this may be an oversight, and we would appreciate it if you would make your payment no later than \_\_\_\_\_\_\_. Please use the enclosed postage-paid envelope to mail your check.

We also accept debit/credit card payments. You can send an email to \_\_\_\_\_, and we will send you a payment link to process your payment. You may also give us a call at \_\_\_\_\_ to make a payment over the phone.

If you are unable to make payment in full by \_\_\_\_\_, please give us a call at \_\_\_\_\_ to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,

**FINAL COLLECTION LETTER TEMPLATE**

Your business name

Address

City, State, ZIP

Telephone Number

Date

Customer name

Address

City, State, ZIP

Dear Mr./Ms. \_\_\_\_\_\_:

Your account is now seriously delinquent. We have made several attempts to reach you via telephone and letter, and we have received no response from you. Please contact our office to pay your account in full.

This outstanding invoice was due on \_\_\_\_\_ and is currently \_\_\_\_ days past due. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:

Invoice Date:

Invoice Amount:

Description of Services or Products:

If we do not hear from you by \_\_\_\_\_\_, we will have no choice but to turn your account over to \_\_\_\_\_. To avoid collection, mail a check as soon as possible, or call us at \_\_\_\_\_ to make a payment by phone.

Thank you in advance for promptly taking care of this matter.

Sincerely,