**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,