COLLECTION LETTER

Company Name

Address

City, State, Zip

Date

Mr. John Doe

123 Anywhere Street

Anytown, CA 12345

Dear Mr. Doe:

Looking over my overdue notices this morning, I noticed that your invoice was still sitting in the outstanding invoices pile. Usually, a client’s overdue notice does not stay there long as they promptly pay their outstanding balances once they are made aware of it.

You have been a valued customer for many months (include years if applicable), and you have always been attentive about paying your invoices within our 7-day payment period. Because of your prompt payment record, we have been glad to offer our services to you with a convenient billing cycle and discount on our hourly services.

To keep your account with us in good standing and to continue receiving your discount, payment of your account is necessary. Have you accidentally overlooked or forgotten about your payment due?

By sending your check for AMOUNT , which includes your past due payment of INSERT AMT and AMT for LATE FEE, in the enclosed stamped envelope, you will bring your account up-to-date, continue your good customer status with our company, and avoid collection proceedings. We would also gladly accept a CC payment over the phone to handle this expeditiously.

Sincerely,

Kellyann Schaefer

Owner Task Complete