

Collection Letter Sample Format:

Dear {client};

Your account is now seriously past due. We have sent you numerous payment requests and still have not received your past due payment in the amount of {\$.00}.

Please remit {\$00} from invoice # {000} within three days or your account will be closed, any outstanding orders will be cancelled, and this matter will be referred to a collection agency.

Please call me within the next three business days at {phone} so that we may discuss how to resolve this quickly.

Sincerely,

{Your Name}

{Your Title}