

Collection Letter #1

Account No. _____

Dear _____:

Our records show that you have an outstanding balance with our company of \$_____. This is for _____ *[describe the goods or services]*.

Is there a problem with this bill? If so, please call me so that we can resolve the matter. Otherwise, please send your payment at this time to bring your account current. I'm enclosing a business reply envelope for you to use.

Until you bring your account current, it's our policy to put further purchases on a cash basis.

Sincerely,

P.S. Paying your bill at this time will help you to maintain your good credit rating.

Collection Letter #2

Re: Overdue Bill (\$_____)

Account No. _____

Dear _____:

Your bill for \$_____ is seriously overdue. This is for the _____ [*describe the goods or services furnished*] we supplied to you last _____ [*month name*]. More than 60 days have gone by since we sent you our invoice. You did not respond to the letter I sent you last month.

We value your patronage but must insist that you bring your account up to date. Doing so will help you protect your reputation for prompt payment.

Please send your check today for the full balance. If this is not feasible, please call me to discuss a possible payment plan. I need to hear from you as soon as possible.

Sincerely,

Collection Letter #3

Re: Collection Action on Overdue Bill (\$_____)

Account No. _____

Dear _____:

We show an unpaid balance of \$ ____ on your account that is over 90 days old. This is for the _____ that we supplied you over ____ days ago.

I have repeatedly tried to contact you, but my calls and letters have gone unheeded.

You must send full payment by _____ or contact me by that date to discuss your intentions. If I do not hear from you, I plan to turn over the account for collection.

As you know, collection action can only have an adverse effect on your credit rating, and, according to our credit agreement, you will be responsible for collection costs. I hope to hear from you immediately so that the matter can be resolved without taking that step.

Sincerely,

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