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**SAMPLE COLLECTION LETTER TEMPLATES  
(COMPANY NAME)**

**(COMPANY NAME)  
(STREET ADDRESS)  
(CITY, STATE ZIP CODE)**

**(CREATION DATE)**

**Here's Your *FAST* Sample Collection Letter Templates**

This collection of sample collection letters are for you to use as you see fit. You are free to edit and use these collection letters within your organization; however, we do ask that you don't distribute them on the web without explicit permission from us.

## **POLITE FIRST REMINDER LETTER FOR A GOOD CUSTOMER**

Dear {client};

You have been a valued customer for many years, and you have always been conscientious about paying your bills within the 30-day payment period. This is just a reminder that your payment of {amount} for invoice # {0000} has not been received by our office. If you forgot to mail us your payment, please send it today. If you have already mailed your check, please disregard this notice.

As always, if you have any questions or problems feel free to contact us at {phone number} or {email address}.

Sincerely,  
{Your Name}  
{Your Title}

## **COLLECTION LETTER - FIRST NOTICE 30 DAYS LATE**

Dear {client};

We know that life can sometimes be difficult and staying on top of invoices is not always easy. That's why we wanted to send you a friendly reminder regarding invoice # {000} in the amount of {\$.00} that is currently past due.

If you experienced an issue with your order, please do let us know. If you have any questions regarding this invoice, please call us at {phone} or contact us via {email}.

We value your business and are here to help you. If your payment has already been submitted, we thank you and please disregard this notice.

Sincerely,  
{Your Name}  
{Your Title}

## **COLLECTION LETTER - SECOND NOTICE 60 DAYS LATE**

Dear {client};

We hope that everything is going well for you and that you are enjoying the products that we provided.

However, it has been two months now since we have received a payment and we are wondering if there is some sort of problem we can help you with. Have you already put a check in the mail to us in the amount of {\$.00} for invoice # {0000}?

If not, please give this matter your attention today, since we want to be able to extend you credit the next time you shop with us.

Of course, if there is some sort of problem, know that you can contact us at {phone number} or {email} so we can help.

Sincerely,  
{Your Name}  
{Your Title}

## **COLLECTION LETTER - THIRD NOTICE 90 DAYS LATE**

Dear {client};

We show your account has a past due balance of {\$.00} Previous attempts to collect the balance have failed.

Please call me immediately at {phone} to resolve the balance on your account and to avoid having invoice # {000} referred to a collection agency. Your prompt attention is required to resolve this issue.

Sincerely,  
{Your Name}  
{Your Title}

## **COLLECTION LETTER - FINAL NOTICE - COLLECTIONS/LEGAL**

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.



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Sample Collection Letter Templates

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}

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