

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

CERTIFIED MAIL RETURN RECEIPT REQUESTED
No. _____

<Name>
<Address>
<Address>

Re: _____

Dear _____ :

Our firm represents _____. We have been retained by _____ to collect your open account which is seriously delinquent in the amount of \$ _____. We will give you an opportunity to pay this account before suit is filed; however, payment must be made in strict accordance with the terms of this letter.

The total amount due on your account with _____ is \$ _____, as more specifically set forth in the statement of account attached hereto and incorporated herein by reference. To avoid legal proceedings, full payment of the total amount due must be received in our office within thirty (30) days after receipt of this letter. Payment must be made in cash or certified funds. No partial payments will be accepted. Other than this letter, no additional demands will be made upon you to pay prior to suit being filed.

THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. Unless you contest the validity of this indebtedness in writing, we will assume that the debt is valid.

If the total amount is not paid to our office within thirty (30) days after receipt of this letter, suit will be filed pursuant to Section _____, Code of _____, annotated, as amended. If litigation is necessary, your company may be liable for our attorneys fees and all costs of court.

This is a serious matter which requires your immediate attention. We look forward to receiving your prompt payment.

Sincerely,

By:

:
Enclosure
cc: