

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

<date>

**VIA CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

<Name>

<Address>

<Address>

Re: \_\_\_\_\_

Dear \_\_\_\_\_ :

Your past due account \_\_\_\_\_ has been turned over to this office for collection. Accordingly to information provided to me, your outstanding unpaid balance amounts to \$ \_\_\_\_\_. Demand is hereby made upon you to pay this amount within seven (7) days from the date of this letter.

In the event the account is not paid and suit is instituted, a claim will be made for the payment of attorney fees and costs in accordance with the applicable State Statute.

Sincerely,

\_\_\_\_\_  
cc: \_\_\_\_\_ :