

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

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re:

Dear :

Enclosed herewith please find a copy of a fax which I received from regarding his past due account. I have not yet received any contact from his attorney. Please contact me at your earliest convenience so that we can discuss whether you want to work out a payment plan or whether we should proceed with suit.

Sincerely,

BY:

:
Enclosure