

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

D A T E

CERTIFIED MAIL RETURN RECEIPT REQUESTED

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: Past Due Balance of \$ to

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 statements of account and invoices attached hereto as Exhibits "A" and "B", respectively, 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. If the total amount due is not paid to our office within thirty (30) days after receipt this letter, suit may be filed. If litigation is necessary your company may be liable for our attorney's fees and all cost of court.

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, within thirty (30) days after receipt of this notice, we will assume that the debt is valid. If you notify us in writing within the thirty (30) day period that the debt is disputed, we will cease collection of the debt until we obtain certification of the validity of the debt from and will mail you a copy of the certification, and provide you with the name and address of the creditor.

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

Sincerely,

By:

Enclosure

cc: