

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

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Collections – Unpaid Bill – Agency to Debtor 2

Dear :

We are writing in reference to Account # . You owe \$ on this account. We are asking that you remit payment to this account by {date}. If we do not receive payment or a response from you by this day, we will hand your account over to a collection agency.

Please contact us regarding this account.

Sincerely,

N A M E