

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		
Company		
Address Line		
City, State Zip Code		

Re: Collection – Letter to Small Business in Advance

Dear :

We are writing to inform you that you owe \$ . Please remit payment at your earliest convenience to avoid having your account sent to a collection agency.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E