

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

Re: Balance Due - \$

Dear N A M E:

We are sending this letter to inform you that our records show that your account is seriously delinquent in the amount of \$. As you know, we have received your payment of \$ for the month of D A T E , D A T E and D A T E . This still leaves payment due in the amount of \$ for the months of D A T E and D A T E .

If you have any questions as to the amount which is due, please let us know. Otherwise, we will give you an opportunity to pay the amount due before suit is filed. 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. No partial payments will be accepted. Other than this letter, no additional demands will be made upon you to pay prior to suit being filed.

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, we will assume that the debt is valid.

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 costs of court.

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

Sincerely,

N A M E