

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

D A T E

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 :

Our firm represents . We have been retained by them to collect your account which is seriously delinquent in the amount of \$. A copy of the Statement of Services Rendered and supporting invoice is attached.

We will give you an opportunity to pay the amount due before suit is filed; however, payment must be made in strict accordance with the terms of this letter. 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 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 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 payment.

Sincerely yours,

Enclosure