

The following sample collection letter is reprinted with permission from author Richard D. Cavaliero and can be found in Cavaliero, Richard D., *Time and Billing Processes That Improve Law Firm Economic Performance – Part II, Collections*, 32 *The Colorado Lawyer* 63 (July 2003); or online at http://www.cobar.org/tcl/tcl_articles.cfm?ArticleID=2776.

[DATE]

Dear Mr./Ms. _____:

You should recall that you still have an outstanding balance with our firm. As of today, this balance is \$_____, a significant amount that our firm will no longer ignore.

Over these many months, we have tried to amicably resolve this open balance. Unfortunately, . . . [a very brief recap of collection efforts should appear here: *i.e.*, unreturned phone calls, no reply to letters, *etc.*].

This leads me to conclude that you are avoiding the obligation to pay for services fairly rendered. Therefore, it will be my recommendation that we consider legal action to recover the full outstanding balance.

Before taking this extreme action, Mr./Ms. _____, I wanted to make one final appeal for payment. I hope that you will avoid suit, and its related time and costs, by paying this balance, IN FULL, immediately.

I will advance this matter 10 days, to [specific date]. If we have not received full payment by that time [here are two suggested approaches],

we will have no alternative but to take legal action to seek payment of the outstanding balance of \$_____.

or

it will be my recommendation that our firm take legal action to collect this outstanding amount.

Please make this extreme course of action unnecessary by resolving this matter immediately.

Sincerely,