

## Sample Collection Letters

[Debtor's name]

[Street address]

[City, state zip]

[Month day, year]

Re: [Account balance]

[Account number]

Dear [debtor]:

Here's a reminder that your account of \$\_\_\_\_\_ was overdue as of \_\_\_\_\_, \_\_\_\_\_.  
Please pay this account promptly. If you have already put the check in the mail, we apologize for the inconvenience and thank you for your payment.

Sincerely,

[Debtor's name]  
[Street address]  
[City, state zip]

[Month day, year]

Re: [account balance]  
[account number]

Dear [debtor]:

This is the second reminder that you owe us \$\_\_\_\_\_. Please pay this account promptly.  
We would like to continue doing business with you, but we need your cooperation and payment to do so.

Thank you for your prompt attention to this matter.

Sincerely,

[Debtor's name]  
[Street address]  
[City, state zip]

[Month day, year]

Re: [account balance]  
[account number]

Dear [debtor]:

This is your final reminder that your account of \$\_\_\_\_\_ is past due. It has been past due since \_\_\_\_\_, \_\_\_\_\_. If payment is not received by \_\_\_\_\_, \_\_\_\_\_, we will have no alternative but to turn your account over to a [lawyer or collection agency] for collection.

Thank you for your prompt attention to this matter.

Sincerely,