

COLLECTION LETTER

[Your Company Letterhead]

[Date]

[Customer's Name and Address]

Dear [Customer's Name],

We hope this letter finds you well. We wanted to remind you that your account with our company is past due. As of today, your outstanding balance is \$[Amount].

We understand that circumstances may have caused a delay in your payment, and we are willing to work with you to find a solution. Please contact us as soon as possible to discuss a payment arrangement that works for you.

If we do not hear from you or receive a payment within the next 10 days, we will have no choice but to escalate the matter to our collections department. This may result in additional fees and potential legal action.

We value your business and hope to resolve this matter promptly. If you have any questions or concerns, please don't hesitate to contact us at [Your Company Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Company]