# **EXAMPLE DEBT COLLECTION LETTER TEMPLATES**

{Enter your business name}

{Enter your address}

{Recipient’s name}

{Recipient’s business name}

{Recipient’s address}

18 March 2022

RE: Unpaid invoice # {Enter invoice reference}

Dear {Recipient’s name}

**Stop credit notice**

The above invoice for ${enter amount} remains unpaid despite our previous reminder. As such, we would appreciate you making this payment as soon as possible.

I value your business but regret that we are unable to continue supplying goods or services on credit while this amount remains unpaid.

If there was a problem with the goods or services supplied, I urge you to contact me so that the matter can be addressed.

Otherwise, if there is a problem paying this amount owing, I’m happy to discuss an alternative arrangement for payment so that we can get your account back onto normal supply as soon as possible.

Yours sincerely

{Your name}

{Your position}

# *Please note that this is a guide only and should neither replace competent advice, nor be taken, or relied upon, as financial or professional advice. Seek professional advice before making any decision that could affect your business.*