The Collection Letter Template

Dear ,

At this time we still have not heard from you in regards to invoice which was due on nor have we gotten a response to the letter sent on, the letter sent on, or our numerous attempts to call and email you. Your accounts are now days past due and you owe a total of $.

I regret to inform you that unless we receive payment in full by or work out an agreed upon payment plan by this date, we will have to turn your invoice over to a collection agency and/or our attorney.

I hope to hear from you before this action must be taken to avoid damage to your credit rating or our future business relationship. Please contact me immediately at so we can get this matter settled.

Sincerely,