Collection Letter Template

{Business Name}

{Business Address}

{Recipient Name}

{Recipient Business Name}

{Recipient Address}

{Date}

**Past-Due Account #{Invoice #}**

Dear {Recipient Name},

This is a friendly reminder that your balance of **{Invoice Due}** is past due as of **{Due Date}**. Your account details are below.

* **{Invoice #}**
* **{Invoice Date}**
* **{Invoice Amount}**
* **{Due Date}**
* **{Description}**

Please make your payment no later than **{date}**. If you are unable to pay by this date or have questions about your account, please contact our office at {phone} or {email} to make alternate arrangements.

Please note, if we do not hear from you by {date}, your account may be referred to a collection agency.

Thank you for your prompt attention to this matter.

Have a wonderful day,

{Signature}