

Preliminary bill collection notice template

Dear [Recipient],

This is a preliminary notice regarding your unpaid invoice [Invoice Number] of [Amount], due on [Due Date].

We request that you review your account and arrange payment as soon as possible.

If payment has already been made, please disregard this notice.

Thank you for your cooperation.

Get more templates here: <https://www.lettersandtemplates.com/letters/bill-collection-letter>