

Collection Demand Letter To Customer

Subject: Collection Demand Letter

Dear [Customer Name],

I hope this letter finds you well. I am writing to bring to your attention an overdue balance on your account with [Your Company Name]. Despite previous attempts to resolve this matter, our records indicate that your outstanding balance of [Amount Due] remains unpaid as of [Current Date].

As a valued customer, we believe in maintaining a mutually beneficial business relationship and providing quality products/services to meet your needs. However, it is crucial to ensure timely payment for the goods/services rendered. Your prompt attention to this matter is greatly appreciated.

Details of the outstanding amount are as follows:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Amount Due: [Amount Due]

Due Date: [Due Date]

Please note that payment for the aforementioned invoice was due on [Due Date], and we have yet to receive any remittance from you. We kindly request that you settle this outstanding balance within [Number of Days] days from the date of this letter. The total amount due, including any applicable late fees or interest charges, currently stands at [Total Amount Due].

To avoid any adverse consequences and potential damage to your credit rating, we strongly urge you to remit the payment promptly. You can make the payment using one of the following methods:

1. Online Payment: Visit our website at [Website URL] and follow the instructions for online payment.
2. Check Payment: Make your check payable to [Your Company Name] and mail it to the address mentioned above.
3. Bank Transfer: Use the following bank account details for making a direct bank transfer:

Account Name: [Account Name]

Account Number: [Account Number]

Bank Name: [Bank Name]

Branch Address: [Branch Address]

Swift Code: [Swift Code]

Once the payment is made, please notify us immediately via email or phone with the payment details, so we can update our records accordingly.

If, for any reason, you are experiencing financial difficulties that prevent you from settling the full amount, we are willing to work with you to find an acceptable resolution. Please contact our accounts receivable department at [Phone Number] or [Email Address] to discuss a suitable payment arrangement.

Please be aware that if we do not receive the payment or hear from you within [Number of Days] days of the date of this letter, we may have no choice but to escalate this matter further, which may include engaging a collection agency or pursuing legal action.

We genuinely value your business and hope to resolve this matter promptly and amicably. We look forward to receiving your payment soon and continuing our mutually beneficial business relationship.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]