

# Collection Letter For Past Due Account

Subject: Collection Notice - Past Due Account

Dear [Customer Name],

We hope this letter finds you well. We regret to inform you that your account with [Your Company Name] is currently past due. Despite our previous attempts to remind you of the outstanding balance, we have not received any payment or communication from you.

Account Details:

Account Number: [Account Number]

Invoice Number(s): [Invoice Numbers]

Total Amount Due: [Total Amount Due]

As a valued customer, we believe in maintaining a good working relationship with you. However, the unpaid balance is significantly affecting our business operations. We kindly request your immediate attention to settle this matter to avoid further complications.

We understand that circumstances can arise, causing temporary financial difficulties. If you are experiencing any such hardships, we encourage you to contact our office at [Phone Number] or via email at [Email Address]. Our team is committed to finding a solution that works for both parties.

Options to Resolve the Issue:

1. Payment in Full: Please remit the total outstanding amount mentioned above by [Due Date] to the following address:

[Your Company Name]

[Billing Address]

[City, State, ZIP Code]

2. Installment Plan: If you are unable to make the full payment at this time, we may be able to set up a mutually agreeable installment plan. Please contact our office as soon as possible to discuss this option.

We urge you to take immediate action to settle your account to prevent further action, such as legal

proceedings or reporting to credit bureaus. We genuinely value your business and hope to resolve this matter amicably.

Please note that if we do not receive payment or hear from you within [Number of Days] days from the date of this letter, we will be left with no choice but to escalate this matter further.

Thank you for your prompt attention to this matter. We trust that you will address this issue promptly and preserve our positive business relationship. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]