

Collection Letter For Past Due Invoices

Re: Collection Notice for Past Due Invoices

Dear [Customer's Name],

We hope this letter finds you well. We are writing to address the overdue balance on your account with [Your Company Name]. We value our business relationship with you and want to ensure that our financial transactions are in good standing.

According to our records, we have noticed that the following invoices remain unpaid:

Invoice Number: [Insert Invoice Number]

Due Date: [Insert Due Date]

Amount Due: [Insert Amount Due]

Invoice Number: [Insert Invoice Number]

Due Date: [Insert Due Date]

Amount Due: [Insert Amount Due]

Despite our previous attempts to remind you about the outstanding balance, we regret to inform you that the payment is now significantly overdue. We understand that unforeseen circumstances can occur, and we are willing to work with you to find a mutually beneficial resolution.

To avoid any further escalation, we kindly request that you remit the total amount due of [Insert Total Amount Due] within [Insert Number of Days, e.g., 15 days] from the date of this letter. You can make the payment via [Accepted Payment Methods, e.g., check, bank transfer, credit card, etc.]. If you require any assistance or would like to discuss a payment plan, please contact our accounts receivable department at [Your Contact Information].

Please note that failure to remit the outstanding balance within the specified timeframe may leave us with no choice but to escalate this matter. This could potentially involve engaging a collection agency or taking legal action, which may result in additional costs and negative consequences for your credit rating.

We genuinely value your business, and we believe that resolving this matter promptly will be

beneficial for both parties. We encourage you to address this issue as soon as possible to maintain a positive business relationship.

Thank you for your immediate attention to this matter. We appreciate your prompt resolution, and we look forward to continuing our valued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]