Collection Letter For Business-to-Business Debt

Subject: Overdue Business Account - Legal Reminder

Dear [Recipient Business Name],

I am the legal representative of [Client/Company Name]. Our records show an unpaid invoice totaling [Amount], originally due on [Due Date]. Despite reminders, the account remains unsettled.

We request immediate payment to preserve our business relationship and avoid court intervention. If this matter is not resolved within [X days], we will have no choice but to take legal measures.

We strongly encourage you to address this before additional costs are incurred.

Respectfully,

[Attorney Name]