

Collection Letter Reminder

Subject: Collection Reminder - Account Number [Account Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to remind you of the outstanding balance on your account with [Your Company Name]. As of the date of this letter, the total amount due on your account is [\$X.XX].

Despite our previous communications and attempts to resolve this matter, the balance remains unpaid. We understand that circumstances can sometimes create difficulties in meeting financial obligations, and we are committed to working with you to find a suitable solution.

I kindly request that you take immediate action to settle the outstanding balance. Please refer to the attached statement for a detailed breakdown of the charges and payment history. To facilitate the payment process, you can choose from the following options:

1. Online Payment: Visit our website at [Your Company Website] and log in to your account to make a secure payment.
2. Mail Payment: Send a check or money order payable to [Your Company Name] to the address mentioned above. Please include your account number on the payment to ensure proper credit.
3. Phone Payment: Contact our customer service department at [Customer Service Phone Number] during business hours to make a payment over the phone using your credit card or bank account details.
4. Payment Plan: If you are unable to pay the full amount at once, please contact us to discuss setting up a mutually agreeable payment plan. We want to work with you to find a solution that fits your financial situation.

Failure to address this matter promptly may result in further action, including but not limited to reporting the delinquency to credit bureaus or seeking legal remedies to recover the amount owed.

We value your business and hope to resolve this issue amicably. If you have any questions or require additional information, please do not hesitate to contact our customer service team at

[Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your immediate attention to this matter. We look forward to receiving your payment and bringing your account up to date.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]