

Credit And Collection Letter

Subject: Past Due Account â€œ Final Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring your attention to the outstanding balance on your account with [Your Company Name]. Despite our previous reminders, the amount of [Amount Due] remains unpaid for [Number of Days Overdue] days.

As a valued customer, we have always strived to maintain a positive and mutually beneficial business relationship with you. We understand that unforeseen circumstances may have contributed to this delay in payment. However, it is essential for us to collect the outstanding amount promptly to ensure the smooth operation of our business.

We kindly request that you settle the outstanding balance of [Amount Due] within [Payment Deadline, e.g., 10 days] from the date of this letter. Please remit your payment through one of the following methods:

1. Online payment: [Provide instructions for online payment if applicable]
2. Bank transfer: [Provide bank account details if applicable]
3. Check payment: Please make the check payable to [Your Company Name] and send it to the address mentioned above.

Should you have any questions or require assistance regarding your account or payment options, please do not hesitate to contact our accounts receivable department at [Phone Number] or [Email Address]. We are here to help resolve any concerns you may have.

Please note that if we do not receive the payment or receive a satisfactory response from you within the specified deadline, we will be left with no choice but to escalate this matter further. This may include engaging a collection agency or pursuing legal action to recover the outstanding debt. We genuinely hope to avoid such measures and maintain a positive business relationship with you.

We value your business and sincerely hope that this matter can be resolved promptly. Your immediate attention to this issue is greatly appreciated. We look forward to receiving your payment

or hearing from you soon.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]