

Debt Collection Letters For Unpaid Invoices

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Urgent Notice - Unpaid Invoice [#InvoiceNumber]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to address a matter of utmost importance regarding the outstanding balance on your account with [Your Company Name]. Despite our previous attempts to communicate with you and the provision of services/products as per our agreement, we regret to inform you that as of the date of this letter, your invoice numbered [#InvoiceNumber], issued on [Invoice Date], remains unpaid.

Invoice Details:

Invoice Number: [#InvoiceNumber]

Invoice Date: [Invoice Date]

Due Date: [Due Date]

Amount Due: [Total Amount Due]

Our records indicate that your outstanding balance now stands at [Total Amount Due]. We understand that unforeseen circumstances may sometimes lead to delays in payment, and we are willing to work with you to find a solution. However, it is essential that we address this matter promptly to maintain the integrity of our business relationship.

To ensure a clear understanding of the situation, we have provided a summary of the invoice details below:

Description	Quantity	Unit Price	Total
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[Product/Service Description]	[Quantity]	[Unit Price]	[Total]
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Total Amount Due: [Total Amount Due]

Please take immediate action to settle this outstanding balance to avoid any further collection efforts. We kindly request that you remit payment by [Payment Deadline], as outlined in the terms of our agreement.

Payment Options:

1. Online Payment: Visit our website at [Your Website URL] and log in to your account to make a secure online payment.
2. Bank Transfer: You can initiate a bank transfer to the following account:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Account Number]

Routing Number: [Routing Number]

Please ensure that you include the invoice number [#InvoiceNumber] as a reference when making your payment. Once the payment is made, please notify us at [Your Email Address] so that we can promptly update your account.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact our Accounts Receivable Department at [Accounts Receivable Phone Number] or [Accounts Receivable Email Address]. We are here to assist you and work towards a resolution.

We value your business and hope to continue our mutually beneficial partnership. However, if we do not receive a satisfactory response or payment within [Grace Period], we may have no choice but to escalate our collection efforts, which could include engaging a collection agency or pursuing legal

action.

We sincerely hope it does not come to that, and we appreciate your immediate attention to this matter.

Thank you for your prompt action.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]