

Follow Up Collection Letter

Subject: Follow-Up Collection Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my previous communication regarding the outstanding balance on your account with [Company Name]. Despite our previous attempts to resolve this matter amicably, the payment remains overdue.

Account Details:

Account Name: [Account Name]

Account Number: [Account Number]

Outstanding Balance: [Amount Due]

We understand that circumstances may arise that can hinder prompt payment, and we are committed to assisting you in any way possible to help resolve this matter. However, it is crucial that we receive payment for the outstanding balance as soon as possible.

We kindly request that you remit the full payment of [Amount Due] within [number of days] days from the date of this letter. If you have already made the payment, please disregard this notice, and we apologize for any inconvenience caused.

Should you require any assistance or have any questions regarding your account, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or via email at [Customer Service Email Address]. Our dedicated team will be more than happy to help you find a suitable solution or address any concerns you may have.

Please note that if we do not receive payment or hear from you within the specified time frame, we may have to pursue alternative measures to recover the debt owed, which may include legal action or engaging a collection agency. We genuinely hope it does not come to that, as we prefer to resolve matters amicably.

We value your association with [Company Name] and hope to continue serving you in the future. We appreciate your prompt attention to this matter and look forward to receiving your payment or

hearing from you soon.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]