

Friendly Collection Letter Template

Subject: Friendly Collection Reminder

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you as a friendly reminder regarding the outstanding balance on your account with [Your Company/Organization]. We value your business and appreciate your support, and we would like to kindly request your attention to resolve this matter.

According to our records, there is an outstanding balance of [Amount Owed] on your account, which was due for payment on [Due Date]. We understand that oversights happen, and it is possible that this may have slipped your mind. We kindly request you to review the enclosed invoice/statement to verify the details.

We kindly ask that you take a moment to settle this account by submitting payment as soon as possible. Prompt payment will help us avoid the need for further actions, such as additional reminders or collection efforts.

To facilitate the payment process, we have provided the various payment options available to you:

1. Online Payment: Visit our website at [Website URL] and follow the instructions to make a secure online payment. You can easily access your account and settle the outstanding balance.
2. Check Payment: Make your check payable to [Your Company/Organization] and mail it to the address mentioned above. Please include your account number or invoice number on the memo line of the check for accurate processing.
3. Other Payment Options: If you have any concerns or prefer to discuss alternative payment arrangements, please feel free to contact our dedicated customer service team at [Phone Number] or via email at [Email Address]. We are here to assist you and find a suitable resolution.

Please note that we highly value our relationship with you and would like to maintain it in good standing. We believe that settling this matter promptly will contribute to our continued positive association.

Should you have any questions or require any further clarification, please do not hesitate to reach

out to us. We are more than happy to provide any assistance you may need.

Thank you for your attention to this matter. We appreciate your prompt action in settling the outstanding balance. We look forward to receiving your payment and continuing our business relationship.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Phone Number]

[Email Address]