

COLLECTION LETTER

To: _____

Company / Individual Name: _____

Address: _____

City, State, ZIP: _____

Account Number: _____ Invoice Number(s): _____

Outstanding Balance (USD): _____

Dear Sir or Madam,

We are writing to remind you of the outstanding balance on your account with us. According to our records, the total amount of USD listed above remains unpaid despite previous communications.

We kindly request that you remit payment immediately to avoid any further action. Please refer to the invoice number(s) listed above when making the payment.

If you have already made the payment, please disregard this letter. Otherwise, we encourage you to contact our accounts receivable department to discuss any issues or concerns that may prevent timely payment.

Payment Instructions:

Payments can be made by check, wire transfer, or credit card. Please send checks to the address listed above or use the following wire transfer information:

Bank Name: _____

Account Name: _____

Routing Number: _____

Account Number: _____

Should you require a payment plan or additional assistance, please contact our office immediately.

Legal Notice:

Please be advised that if payment is not received within the timeframe specified herein, we reserve the right to pursue all available legal remedies to recover the outstanding debt, including but not limited to collection proceedings, reporting to credit agencies, and legal action. This letter constitutes a formal demand for payment and is intended to be legally enforceable under the laws of the United States.

Sincerely,

Authorized Signature

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