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Collection letter sample template

Use this sample template to help you craft your own collection letter:

[Current date]

Dear [Client name],

We're sending you this letter as a friendly reminder that your account in the amount of [amount due to you] is past due. Your invoice was due on [month, day and year their payment was originally due as stated in their invoice]. This payment is now [number of days since the due date] past due. We've attached the invoice for your reference.

Please send your payment in to us no later than [exact month, day and year you'd like to receive their payment]. We've attached an envelope with paid postage for your convenience. You can also pay us by debit or credit card over the phone by giving us a call at [your business' phone number].

If you're not able to make a payment by the date requested, please give us a call and we'll make payment arrangements as necessary.

Thank you for your business and cooperation.

Sincerely,

[Your name and title]

[Your business' name]

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