

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: 10 DAY NOTICE BEFORE COLLECTION ON DELINQUENT ACCOUNT

Dear [CONTACT NAME],

I realize you haven't reacted to my previous notices concerning your account. I have written to you quite a few times over the past [NUMBER] months requesting an explanation on why you have failed to bring your account with us current. Including the interests, the amount due is now [AMOUNT].

Unfortunately, by ignoring these warnings you are damaging the excellent credit record you had previously maintained with [COMPANY]. In addition, you are incurring additional expense to yourself and to us.

I hate to engage in that process but unless you communicate with us within [NUMBER] days, I will have no other choice but to turn your account over for collection. I am sorry that we are about to take such a drastic action but I am afraid you leave us no alternative. You can preserve your credit rating by remitting your check today for the amount stated above.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com

Company Name

Street, City, State/Province, Zip/Postal code Tel: (000) 000-0000 / Fax: (000) 000-0000

www.yourwebsite.com