

June 12, 2014

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

OBJECT: LETTER IN ADVANCE OF COLLECTIONS

Dear [CONTACT NAME],

I assume that as a good businessman, you are aware of the way in which accounts seriously past due must be handled. Therefore, I am not going to throw some clever phrase or amusing jingle to get your attention. Neither do I wish to embarrass, intimidate or do any of the nasty things that are often done to ask for payment.

This notice is just to inform you that your account has reached a point where we must decide within a few days whether to turn it over for collection or just hand it to our attorneys, neither of which is our preference.

We know that you understand our dilemma – as a matter of fact, you are probably experiencing a similar situation with some of your aging accounts.

We would like to hear from you and learn what your intentions are in regard to this account.

Sincerely,

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