

June 12, 2014

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

**OBJECT: REQUEST FOR INSTRUCTION ON DEFERRED COLLECTIONS**

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Dear [CONTACT NAME],

This letter is to request your latest instructions on the account [NUMBER] since collection has been deferred on your demand.

Please let us know if any payments have been made so that we can update our files accordingly. If there have been no payments tendered, we need to know how you wish us to proceed in your behalf.

For your convenience, you may write your comments here:

[COMMENTS]

Thank you for your cooperation.

Sincerely,

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