

## COLLECTION LETTER

Subject: Overdue Payment on Account

Dear ,

We are writing to inform you that as of , there is an outstanding balance of \$ on your account. Despite our previous attempts to contact you regarding this matter the payment has not yet been received.

We understand that circumstances may arise making it difficult to meet financial obligations. If you are facing challenges in making the full payment, we are open to discussing a feasible repayment plan that suits your current financial situation.

To resolve this matter promptly please take the following actions:

- Review the attached statement for the details of the outstanding balance.
- Contact our office at to discuss repayment options.
- Make a payment by to avoid any additional fees or consequences.

If you have already made the payment, please disregard this letter.

Please be advised that if we do not receive payment or hear from you within days from the date of this letter we may have to explore other options, including legal action, to recover the debt.

We are committed to working with you to find a solution. Your prompt attention to this matter is appreciated.

Sincerely,