

Friendly Collection Letter

Date

Recipient Name

Name of Company, if different from recipient name

Street Address

City, State, Zip

Recipient Phone Number

Final Notice: Delinquent payment on invoice #-----

Dear (Mr./Ms. Recipient Name):

Your account is now seriously delinquent. Payment for invoice #----- in the amount of \$----- was due by ----- . To date, no payment has been received.

I have already requested you many times for the payment. This is your final notice.

So, in case of failure to make the payment on time by the due date, which is ---- (DD/MM/YYYY), your case will be forwarded to a professional debt collection agency.

To avoid this situation, please do the payment immediately to the following address.

Sincerely,

Your name

Your address

Your phone numbers