# **Example Debt Collection Letter Templates**

## Option 1

Enter your business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter your address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient’s business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

29 August 2020

RE: Unpaid invoice # (Enter invoice reference)

Dear {Recipient’s name}

The above invoice for ${enter amount} has recently become overdue for payment. As such, we would appreciate you making this payment as soon as possible.

If there is an error on our part and payment has been made, please contact me immediately so that the matter can be rectified.

Otherwise, if there is a problem paying this amount owing, please contact me so that an alternative arrangement for payment can be made.

Yours sincerely

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *Please note that this is a guide only and should neither replace competent advice, nor be taken, or relied upon, as financial or professional advice. Seek professional advice before making any decision that could affect your business.* Example debt collection letter templates

## Option 2

{Enter your business name}

{Enter your address}

{Recipient’s name}

{Recipient’s business name}

{Recipient’s address}

29 August 2020

RE: Unpaid invoice # {Enter invoice reference}

Dear {Recipient’s name}

**Stop credit notice**

The above invoice for ${enter amount} remains unpaid despite our previous reminder. As such, we would appreciate you making this payment as soon as possible.

I value your business but regret that we are unable to continue supplying goods or services on credit while this amount remains unpaid.

If there was a problem with the goods or services supplied I urge you to contact me so that the matter can be addressed.

Otherwise, if there is a problem paying this amount owing I’m happy to discuss an alternative arrangement for payment so that we can get your account back onto normal supply as soon as possible.

Yours sincerely

{Your name}

{Your position}

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## Option 3

{Enter your business name}

{Enter your address}

{Recipient’s name}

{Recipient’s business name}

{Recipient’s address}

29 August 2020

RE: Unpaid invoice # {Enter invoice reference}

Dear {Recipient’s name}

**Urgent: please rectify this matter immediately**

Despite my previous reminders, the above invoice for ${enter amount} remains unpaid. As such, we would appreciate you making this payment as soon as possible.

I regret to advise that unless payment is received by {enter date} this invoice will be passed over to our debt collection agency/lawyer. This could seriously affect your credit rating so I urge you contact us immediately to make payment or arrange an alternative before this date.

Please contact me directly on {direct dial/mobile}.

Yours sincerely

{Your name}

{Your position}

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