**Sample Collection Letters**

John Smith

ACME ABC, Inc.

1234 Main Street

Arlington, TX 76010

December 1, 20XX

Mr. Joe Jackson

25 South Street

Fort Worth, TX 76052

Re: Account Balance of $618.00

 Account #12345

**Dear Mr. Jackson,**

This is a reminder that the above mentioned account of $618.00 was overdue as of 11/29/2010. Please pay the balance of the entire account as soon as possible. If by chance you have already put a check in the mail, we thank you for your payment and apologize for any inconvenience.

Sincerely,

John Smith

John Smith

ACME ABC, Inc.

1234 Main Street

Arlington, TX 76010

December 1, 20XX

Mr. Joe Jackson

25 South Street

Fort Worth, TX 76052

Re: Account Balance of $618.00

 Account #12345

Dear Mr. Jackson,

This is the second reminder that you owe us $618.00. Please pay the account off promptly. We enjoy our business relationship and would like to continue doing business together. However, we are in need of your cooperation regarding your past due payment to prevent us from ending our business relationship. Thank you for your prompt action regarding your overdue account at ACME ABC, Incorporated.

Sincerely,

John Smith

John Smith

ACME ABC, Inc.

1234 Main Street

Arlington, TX 76010

December 1, 20XX

Mr. Joe Jackson

25 South Street

Fort Worth, TX 76052

Re: Account Balance of $618.00

 Account #12345

Dear Mr. Jackson,

This is your final notice that your account of $618.00 is past due. It has been past due since 10/31/2010. If your payment is not received by 12/31/2010. ACME ABC, Incorporated will have no further alternative but to turn your past due account over to our lawyer for collection. Thank you for your attention to this urgent matter.

Sincerely,

John Smith