**The First Collection Letter Template**

Dear [Insert Name],

This is just a friendly reminder that your account is past due. According to our records your balance of $[Insert Amount] is currently [Insert days past due]. We have emailed a detailed copy of your account statements. In the event you have not received these messages and documents, we have provided a summary of your account below.

Invoice number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Invoice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Amount: Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Days past due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would much appreciate if you could let us know the status of this payment. Please contact us or send your payment of $[Insert Amount] to the address below by April 16, 2015 if you have not already done so.

[Insert Company Name]ATTN: Accounting Dept.   
[Insert Address]

If there is some error or you are unable to pay at this time, please contact me at [Insert Phone Number] so we can correct any errors or arrange for another payment plan. Thank you for your prompt response to this request and for your continued business.

Sincerely,

Insert Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_