**The Second Collection Letter Template**

Dear [Insert Name],

At this time we have not yet received a payment in regards to [Insert Invoice Number] nor have we gotten a response to the letter sent on [Insert Date]. Your accounts is now [Insert Days Past Due] days past due and you owe a total of $[Insert Amount].

As a valued customer, we would like to help you quickly remit payment to avoid any actions that could damage your credit rating or future credit limits with our company. If there is any reason you are unable to pay in full, please contact me at [Insert Phone Number] and I would be happy to talk about arranging a payment schedule that is mutually agreeable.

Please get in touch with me immediately if you would like to work out a payment schedule, otherwise please submit your payment of $[Insert Amount] by [Insert Date]. We can accept your credit card information over the phone, through our online payment portal, or I have enclosed a self-addressed envelope for your convenience should you choose to send a check in the mail.

Thank you in advance for your prompt response to this letter and for your continued business.

Sincerely,

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

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

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