The Final Collection Letter and Notice of Legal Action Template

Dear [Insert Name],

At this time we still have not heard from you in regards to invoice [Insert Invoice Number] for $[Insert Amount] which was due on [Insert Due Date]. Nor have we gotten a response to numerous phone calls, emails, or the letters sent on [Insert Date], [Insert Date], or [Insert Date].

Because we have failed in our attempt to work this out with you directly, I regret to inform you that we have reported this issue to the credit bureau and turned this invoice over to a collection agency who will be in contact with you in regard to the payment of this invoice.

Sincerely,

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

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

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