

Tough Collection Letter (Certified Mail/ Return Receipt Requested)

(Date)

Dear (Name):

As you know, we have provided (describe services or products sold) over (x) months ago with the understanding that you would pay \$ _____. As the attached statement reflects, you have not abided by the terms of our agreement, and despite out numerous attempts to request payment on this account, \$ _____ remains unpaid.

THIS IS YOUR FINAL NOTICE

If you would like to avoid legal action, please contact us immediately and pay the required payment in full. This is our last attempt to contact you before we must turn your account over to collection without further notice. If this matter goes that far, you will also be liable for all legal court-related expenses incurred as a result of this account. Such an action may also have an adverse effect on your credit rating.

We regret that if we do not hear from you within ten days from the date of this letter, we shall be forced to pursue our legal options to enforce your legally binding agreement with us.

Sincerely,

(Company)