Sample Collection Letter Templates J.• .

How To Wiki

# POLITE FIRST REMINDER LETTER FOR A GOOD CUSTOMER

Dear {client };

You have been a valued custo1ner fo1·many years, and you have always bee11conscientious about paying your bills within the 30-day payment period. This is just a reminder that your payment of

{amount } for invoice # {0000} has not been 1·eceived by our office. If you forgot to mail us your

payment, please send it today. If you have already mailed your check, please disregard this notice.

As always, if you have any questions or problems feel free to contact us at {phone number } or

{email address}.

Sincerely,

{Your Name}

{Your Title }

# COLLECTION LETTER - FIRST NOTICE 30 DAYS LATE

Dear {client };

We know that life can sometimes be difficult and staying on top of invoices is not always easy. That's why we wanted to send you a friendly reminder regarding invoice # {000} in the amount of {$.00 } that is CUITently past due.

If you experienced an issue with your order, please do let us know. If you have any questions regarding this invoice, please call us at {phone} or contact us via {email}.

We valt1e yot1r business and are here to help you. If you1·payment has already been submitted, we tha11k you and please dis1·egard this notice.

Sincerely,

{Your Name}

{You1·Title }