**INITIAL COLLECTION LETTER**

Dear \_\_\_\_\_:

This letter is a friendly reminder that payment on your account in the amount of $\_\_\_\_\_\_\_\_ on your account was due on \_\_\_\_\_\_\_\_.   If you have already sent us your payment, kindly disregard this letter.   If not, please send us your payment promptly.

Yours truly,

**FOLLOW UP COLLECTION LETTER**

Dear \_\_\_\_\_:

This is our second reminder that payment on your account in the amount of $\_\_\_\_\_\_\_\_ on your account was due on \_\_\_\_\_\_\_\_.   We value your business and hope to keep you as a customer.   However, we do require payment according to the terms of our invoices.   Please send us your payment promptly.

Yours truly,

**FINAL DEMAND COLLECTION LETTER**

Dear \_\_\_\_\_:

This is our final reminder that payment on your account in the amount of $\_\_\_\_\_\_\_\_ on your account was due on \_\_\_\_\_\_\_\_.   If we do not receive payment in full by \_\_\_\_\_, we will submit your account for collection.

Yours truly,