

Collection Action Warning

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to inform you that your account with us, account number [Account Number], is currently overdue. As of today, the outstanding balance is [Amount Due], which is now [Number of Days Late] days past due.

Please be advised that if we do not receive payment in full by [Final Payment Date], we may be forced to initiate collection actions, which could include reporting your account to credit bureaus or pursuing legal action.

We encourage you to contact us immediately at [Your Phone Number] or [Your Email Address] to discuss your account and payment options available to you. We would like to work with you to resolve this matter.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]