

Accounts Receivable Collection Procedures

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. We are writing to remind you that your account with us shows a balance due of [Insert Amount] as of [Insert Date]. The invoice number is [Insert Invoice Number], which was due on [Insert Due Date].

As part of our accounts receivable collection procedures, we would like to outline our approach to ensure timely payment:

1. Initial Reminder: A reminder will be sent out [Insert Time Frame] after the due date.
2. Follow-Up Notice: If payment is not received, a follow-up notice will be sent [Insert Time Frame] later.
3. Phone Call: A phone call will be made [Insert Time Frame] after the follow-up notice.
4. Final Notice: A final notice will be issued, and we may seek further action if necessary.

We value your business and hope to resolve this matter promptly. Please don't hesitate to reach out if you have already sent your payment or if you wish to discuss the account.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]