

Account Collection Status Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about the current status of your account with us.

Account Number: [Insert Account Number]

Status: [Insert Status - e.g., "Overdue", "Pending Payment", etc.]

Amount Due: [Insert Amount]

Please be advised that we have not yet received payment for the amount stated above, which was due on [Insert Due Date]. In accordance with our collection policy, we kindly request that you address this matter at your earliest convenience to avoid any further actions.

If you have already made the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this account.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]