

# Collection Fee Reminder

Date: [Insert Date]

Dear [Client's Name],

This is a friendly reminder regarding the outstanding collection fees associated with your account. Our records indicate that your account requires a review, and we would like to resolve this matter promptly.

The total amount due is [Insert Amount]. Please ensure that the payment is made by [Insert Due Date] to avoid any additional fees.

If you have any questions or concerns, feel free to reach out to us at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]