

Collection Fee Schedule for Debt Recovery

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

Dear [Debtor's Name],

This letter serves as a notice regarding the collection fee schedule applicable to your account with [Company Name]. As per our records, your outstanding balance is [Insert Amount]. To facilitate the recovery of this debt, the following fees will be applied:

Collection Fees:

- Initial Collection Fee: [Insert Amount or Percentage]
- Late Payment Fee: [Insert Amount or Percentage]
- Legal Processing Fee: [Insert Amount or Percentage]
- Additional Recovery Costs: [Insert Amount or Percentage]

Please note that these fees will be added to your outstanding balance if payment is not received by [Insert Due Date]. We encourage you to reach out immediately to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]