

# Collection Notice

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your account with us is currently past due. Our records indicate that the following invoices remain unpaid:

- Invoice Number: [Insert Invoice Number] - Amount Due: [Insert Amount] - Due Date: [Insert Due Date]
- Invoice Number: [Insert Invoice Number] - Amount Due: [Insert Amount] - Due Date: [Insert Due Date]

The total amount outstanding is [Total Amount]. We kindly request that you remit payment by [Insert New Due Date] to avoid further actions.

If you have already sent your payment, please disregard this notice. Otherwise, please contact us at [Your Contact Information] if there are any issues regarding your payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]