

# Notice of Repeated Collection Phone Calls

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that our records show that we have made repeated attempts to contact you regarding your account, which remains overdue. As of today, we have made [number] calls to your registered phone number.

It is crucial that we address this matter promptly to avoid further actions. We would appreciate it if you could get in touch with us within the next [time frame] to discuss your account and the available options for resolution.

If you have already made payment or believe this notice is in error, please contact us immediately at [your phone number] or [your email].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]