

Collection Notice

Date: [Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Amount Due: [Amount Due]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your account with us currently has an outstanding balance of [Amount Due], which was due on [Due Date].

Please take a moment to review your account and remit payment as soon as possible. If you have already sent your payment, please disregard this notice. However, if you have not yet made your payment, we kindly ask that you do so within the next [Number of Days] days to avoid further action.

For your convenience, you can make a payment through [Payment Method]. If you have any questions or concerns regarding your account, please feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]