

Sample First Collection Letter

July 25, 2008

ABC Company
Attn: Accounts Payable
1234 North Street
Anywhere, USA 12345

Re:	<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
	229253	6/10/08	5,452.75
	Interest to Date:		<u>121.01</u>
	TOTAL NOW DUE:		5,573.76

To Whom It May Concern:

The above invoice appears on our records as past due. We need to clear this item and would appreciate a few moments of your time to help us do this.

Would you kindly fill out the bottom portion of this letter and return it to me right away? Fax it to *[insert fax number]*, or give me a quick call at *[insert phone number]*.

Unless payment is currently on its way, I will need to hear from you one way or another. If payment has already been sent, please accept our thanks.

Thank you in advance for your attention to this matter.

Sincerely,

Your Name
Your Title

****** Please check the appropriate box(es) ******

- Was paid on check# _____ dated _____ mailed _____
- Payment will be mailed to you on _____
- Please send us a copy of the above invoice _____
- Please send a copy of work order for the above invoice(s) _____
- Other: _____