[Business Contact]  
[Job Title]  
[Business Street Address]  
[City, State, Zip]  
[Telephone]  
[Email]

[Date]

IMPORTANT: PLEASE REVIEW THIS LETTER

Dear [Recipient Name],

We appreciate your business. Please be advised that there is a balance with your account that remains unpaid. The amount below may be remitted to our office, we would appreciate you making this payment as soon as possible.

**AMOUNT DUE: $##.##  
REMIT TO: [Business Name]**

Unless payment is received by [Date], this account will be passed on to our partner, [Collection Agency], for assistance collecting the remaining balance. Our partner will reach out to you at:

[Recipient Name]

**[Street Address]  
[City, ST ZIP Code]**

**[Telephone]**

**[Email]**

If this information is not correct, please let us know. If this balance has already been paid or is not owed, please contact [Business Contact] at [Telephone].

Sincerely,

[Business Contact]