

SAMPLE COLLECTION LETTER 1

(On Letterhead)

(Date)

To: (Insert address)

Subject: Unpaid Invoice(s)

Dear (insert name):

My invoices (copies attached) have gone unpaid in spite of my attempt to work out a partial payment with (name) in accounts payable. As a businessperson, I understand that sometimes it is difficult to make timely payment of an invoice. But I don't understand anyone being unwilling to work out a payment arrangement, as I tried to do with you.

I want to be reasonable about this matter so neither of us has to deal with an unpleasant situation. This letter is an attempt to resolve the matter fairly and amicably. Please send payment in full immediately, or contact me to arrange a payment schedule.

I expect a reply no later than (insert date five days hence). Failing that, I will have to take additional action.

Sincerely yours,

Happy Shooter