

SAMPLE COLLECTION LETTER 2

(On Letterhead)

(Date)

To: (Insert address)

Subject: Unpaid Invoice(s)

Dear (insert name):

My polite attempts to amicably resolve your failure to pay the attached invoices and your failure to reply to my previous letter (attached hereto) force me to offer you this final chance to make payment before I take more severe action to collect the money you owe me.

Unless I receive payment in full immediately or a partial payment of (insert amount) along with a phone call to set up a payment schedule I will be forced to take the following action, (insert option depending on your circumstances)

Option 1

A claim for the full amount owed will be filed in small claims court. The claim will name both your company and your client company, (insert their client's name), citing your company as an agent of your client. You can avoid a very unpleasant experience by complying with the above demand.

Option 2

I will turn the collection of this invoice over to my attorney with instructions to do whatever he deems necessary to collect my money from you or your client (name client). You can avoid a very unpleasant experience by complying with the above demand.

Option 3

I will turn the collection of this invoice over to a collection agency with instructions to do whatever it deems necessary to collect my money from you or your client (name client). You can avoid a very unpleasant experience by complying with the above demand.

Regrettably,

Happy Shooter