

## FRIENDLY COLLECTION LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

This is just a friendly reminder that your account with us appears as past due. Our records indicate that you have a total outstanding balance of \$\_\_\_\_\_ with the following invoice(s) overdue:

Invoice #	Invoice Date	Due Date	Amount
_____	_____	_____	_____

TOTAL DUE: \_\_\_\_\_

We would much appreciate if you could let us know the status of this payment. Please do not hesitate to call us if you have any questions about the balance due on your account. If you have already sent us your payment, please disregard this reminder.

Thank you very much for your attention to this matter and your continued business.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

