

Friendly Collection Letter

Date

(Recipient Name)

(Name of the company)

(Street Address)

(Recipient Phone Number)

Final Notice: Payment due on the invoice

Dear (name),

This letter is meant to notify you that the payment for invoice ##### of amount 12345 has not been received till now. It was due on the date 23rd March 2020.

I have already sent many letters to your address regarding this matter, but till now, I haven't received any mails in reply, nor the payment is cleared. So this is my final reminder.

If you are still ignoring this letter, then I will be forced to transfer this matter to a professional debt collection agency.

To avoid such a situation, please send your payment as soon as possible.

Yours sincerely,
(Name)

Samples Of Collection Letters For School Tuition

F Rizvi



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