

NOTICE DELINQUENT ACCOUNT TURNED OVER TO COLLECTION

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

With letters dated [DATES] we have requested payment of \$XX in satisfaction of your long overdue debt. However, we have received no response to our requests.

If you are experiencing a problem in paying the \$XXXX, we would be very happy to attempt to work out a payment schedule with you. But we can not help you, if you do not contact us.

Therefore, unless payment in full in the amount of \$XXXX or a payment proposal acceptable to us is received in the next XX days, we will have no choice but to refer this account to collection. I sincerely hope that this step can be avoided, especially because you will incur the additional costs of collection.

Sincerely,

[NAME]