



1.800.770.2827

## **DEBT COLLECTION LETTER SAMPLES**

**April 1 2008**

**Name/Title**

**Business/Organization Name**

**Address**

**City, State ZIP**

**Dear (name),**

**Just a reminder that your account at Travis Hardware now totals \$188.55. We would appreciate payment of this amount so that we can clear the books for the month of June. If you have already sent a check, please accept our thanks for settling the balance.**

**Sincerely,**

***Signature***

**Name**

**Title**

**April 12, 2008**

**Name/Title  
Business/Organization Name  
Address  
City, State ZIP**

**Dear (name),**

**To date we have not received your payment of \$188.55 due to Travis Hardware. Will you please put your check in the enclosed envelope and mail it immediately?  
Thank you.**

**Sincerely,**

***Signature***

**Name  
Title**

May 1, 2008

**Name/Title**

**Business/Organization Name**

**Address**

**City, State ZIP**

## **FINAL DEMAND**

**Dear (name),**

**Your account at Travis Hardware in the amount of \$188.55 is 120 days delinquent. No further credit will be extended to you until this amount has been satisfied.**

**We demand immediate payment or a suitable explanation as to why we will not receive such payment. Please return your payment in the enclosed self-addressed stamped envelope.**

**Your failure to respond to this notice will force us to contact our attorney and institute collection procedures.**

**Sincerely,**

***Signature***

**Name**

**Title**