

# COLLECTION LETTER

To: \_\_\_\_\_

Attn: \_\_\_\_\_

**Subject: Collection of Outstanding Debt**

Dear Sir or Madam, This letter serves as a formal notice that your account with our company has an outstanding balance that remains unpaid. We kindly request immediate payment of the total amount due to avoid any further actions.

**Account Details:**

Account Number: \_\_\_\_\_

Outstanding Balance (USD): \_\_\_\_\_

**Payment Instructions**

Please remit the total outstanding amount via wire transfer, certified check, or other guaranteed funds. Payment should be made payable to our company at the address listed above or as otherwise instructed. Failure to remit payment promptly may result in additional fees, interest, or referral to a collection agency or legal counsel.

**Interest and Fees**

Pursuant to applicable law and the terms of our agreement, any unpaid balance may accrue interest at the maximum lawful rate until paid in full. Additionally, you may be responsible for any collection costs, including attorney's fees and court costs incurred in the enforcement of this debt.

**Dispute Resolution**

If you dispute this debt or any part thereof, please notify us in writing within 15 days of receipt of this letter. We will review any documentation you provide and correspond accordingly. Until such dispute is raised timely, you acknowledge the validity of the debt.

**Legal Rights and Remedies**

This letter is an attempt to collect a debt and any information obtained will be used for that purpose. If you fail to pay or respond, we reserve the right to pursue all legal remedies available under United States law, including but not limited to litigation, garnishment, and lien filings.

**Communication**

Please direct all communications regarding this matter to our designated collection representative at the contact information provided. We are willing to discuss potential payment arrangements where appropriate and lawful.

We appreciate your immediate attention to this important matter and look forward to resolving your account promptly. Thank you for your cooperation.

Sincerely,

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