April 9, 2021

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: follow-up collection letter**

Dear [Contact name],

This is our second reminder that payment on your account in the amount of [Amount] was due on [Date]. We value your business and hope to keep you as a customer. However, we do require payment according to the terms of [THE AGREEMENT YOU ENTERED INTO or OUR INVOICES].

Please do not let this matter go unresolved and send us your payment promptly.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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