



COLLECTION LETTER

1948 Archwood Avenue, Glendo, WY, 82213
(123) 1234567 - info@abcloans.com - www.abcloans.com

Dear _____,

We would like to let you know that your account is past due. You currently have a balance of _____ and it is _____ days past due. Here are the complete details:

Invoice No.: _____

Invoice Date: _____

Amount Due: _____

Due Date: _____

An email was also sent to you with a copy of your statements of account. Please settle your account on or before the due date to avoid any issues.

If there are any errors or discrepancies, please let us know immediately.

Regards,



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