

COLLECTION LETTER

Dear _____,

This is a reminder that your account with us appears as past due. Our records indicate that you have an outstanding balance with the following invoice overdue:

<u>Past Due Date</u>	_____
<u>Principal Balance</u>	\$0.00
<u>Description</u>	_____

In addition, on _____, the interest began to accrue at a rate of 0% per annum. As of _____ the accrued interest you owe equals \$0.00.

Summary of Charges:

ACCRUED INTEREST: \$0.00
TOTAL BALANCE DUE: \$0.00

Please let us know the status of this payment. Please do not hesitate to call us if you have any questions about the balance on your account. If we have not heard from you from within 30 days of the date of this letter, we will initiate further action that may result in legal proceedings.

Regards,

By: _____ Date: _____

_____, _____
