[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: FINAL REMINDER IN ADVANCE OF COLLECTIONS**

Dear [CLIENT NAME],

Your account is severely past due and as a business owner yourself, I am sure you are aware of how this must be handled. We do not wish to threaten or embarrass you into payment.

The purpose of this letter is simply to inform you that within the next few days you must choose between the following two options: either turn the account over for collection or hand it to our attorneys.

We know that you understand our predicament – as a matter of fact, you are almost certainly experiencing a similar situation with some of your ageing accounts.  
  
We hope to hear from you soon and learn what you plan to do withregards to this account.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]