[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: NOTICE OF IMMINENT COLLECTION ON DELINQUENT ACCOUNT**

Dear [CLIENT NAME],

We have been in contact with you several times over the past [NUMBER] months requesting an explanation as to why you have failed to make necessary payments on your account. However, you have not responded to any of our notices and we therefore must take further action. Considering all interest charges, the amount due is [AMOUNT].

Unfortunately, by ignoring these warnings, you are damaging the excellent credit record you had previously maintained with [COMPANY]. In addition, you are incurring additional expenses to yourself and to us.

If you do not communicate with us within [NUMBER] days, it is with a heavy heart that we will have no other alternative but to turn your account over for collection. We apologise that it has come to this. You can preserve your credit rating by remitting your cheque today for the amount stated above.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]