

Collection agency letter (35 days after due date)

- One week after first letter (35 days overdue).
- If by this stage the customer has failed to deliver on promises and failed to react to the letter, resolve the matter – don't stuff around any longer.
- It is better to get 80% of what you are owed now rather than 0% never – at least you can cover your costs and keep the cash flowing.
- Some debt collecting agencies add their fees to the amount so you are not out of pocket.
- Once things reach this stage the matter is resolved and is no longer a source of lingering annoyance for the owner – a real source of stress.

Date

Client full trading name

Postal Address

Postal Address

Att: Full name of person letter is addressed to.

Dear (correct spelling of name)

Our company representative has made contact with you on three previous occasions.
(day, date and time of 3 previous calls)

I followed this up with a letter on (advise dates of letter), but as at today's date I still have not received a response from you.

This letter is to advise you that if you have not made contact with our office within seven days we will be passing the matter onto ([Debtor collection agency name](#)).

Yours sincerely

Director who signed letter 1 to sign

([your name](#))

DIRECTOR