

DEBT COLLECTION LETTER FROM LAWYER

DATE

[Client's Name]

[Client's Street Address]

[Client's City, State, and Zip Code]

Dear [Client's last name]

This is to inform you that your amount of [\$ Amount Overdue] for invoice [#] for [service supplied] completed on [completion date] was due on [due date] and is now [# of days now overdue]. Please be aware that, according to our engagement letter, any amounts not paid within [#] days of their invoice date will be subject to a monthly interest charge of [#%].

As a result, your total current debt due is [Provide entire amount owed] plus \$# for one month of 1% interest).

I'd appreciate it if you could react to this mail and provide your money by [last payment date]. If paying this outstanding sum or paying it in full at this time is difficult, please contact me to negotiate an alternative payment arrangement.

Please be informed that if I do not receive a response or payment by [due date], I may opt to pursue this late payment through legal means, including filing a lawsuit.

Sincerely