# FRIENDLY COLLECTION LETTER

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_____
_____

_____

Dear _____,

This is just a friendly reminder that your account with us appears as past due. Our records indicate that you have a total outstanding balance of $_____ with the following invoice(s) overdue:

| Invoice # | Invoice Date | Due Date | Amount |
|---|---|---|---|
| _____ | _____ | _____ | _____ |

TOTAL DUE: _____

We would much appreciate if you could let us know the status of this payment. Please do not hesitate to call us if you have any questions about the balance due on your account. If you have already sent us your payment, please disregard this reminder.

Thank you very much for your attention to this matter and your continued business.

Sincerely,

_____
_____
_____
_____