

**In – Between Collection Letter** (Certified mail/Return Receipt Requested)

(Date)

Dear (Name):

As you know, we promised to provide (services or products) in exchange for your payment of \$ \_\_\_\_\_. We undertook our duties and performed our side of the bargain on (date). However, today, your balance due continues to be \$ \_\_\_\_\_ and we must ask that you please send payment immediately.

We are trying to avoid bringing legal action against you for your failure to pay. After all, your goodwill is important to us and we do not want to take any action which might jeopardize your reputation and cause you embarrassment or added expense. Yet, we think that you will agree that our position is a fair one: (1) we were happy to provide you with credit based on your promise to pay according to the terms of our agreement; (2) we have contacted you numerous times but you have not held up to your end of the bargain; and (3) now, we must soon consider the possibility of taking legal action against you to secure payment of the monies due.

We are hopeful that you will act promptly and forward \$ \_\_\_\_\_ in full payment on your account or that you will call to set up a reasonable payment plan. As you can imagine, we do not want to be forced into a costly decision where neither of us wins. Please call us within ten days to discuss this urgent matter.

Sincerely,

(Company)