

Date

CERTIFIED MAIL RETURN RECEIPT REQUESTED

Re: Balance Due

Dear Sir/Madam:

Our firm represents _____ ("_____"). We have been retained by _____ to collect your account which is seriously delinquent in the amount of \$_____. As you know, you initially paid _____ for the services rendered on, _____ 20__ by check number _____, after signing a Statement of Satisfaction, but subsequently stopped payment on the check. Copies of the Statement of Satisfaction and check number are attached for your convenience. We know of no legitimate basis for you stopping payment other than an attempt by to avoid paying a just indebtedness.

We will give you an opportunity to pay the amount due before suit is filed; however, payment must be made in strict accordance with the terms of this letter. To avoid legal proceedings, full payment of the total amount due must be received in our office within thirty (30) days after receipt of this letter. Payment must be made in cash or certified funds. No partial payments will be accepted. Other than this letter, no additional demands will be made upon you to pay prior to suit being filed.

THIS IS AND ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. Unless you contest the validity of this indebtedness in writing, we will assume that the debt is valid.

If the total amount due is not paid to our office within thirty (30) days after receipt this letter, suit may be filed. If litigation is necessary your company may be liable for our attorney's fees and all cost of court.

This is a serious matter which requires your immediate attention. We look forward to receiving your prompt payment.

Sincerely,
