**RE: REQUEST FOR MOST RECENT STATUS REPORT**

Dear [CLIENT NAME],

Please update us on the status of the collection efforts on the following case(s) previously turned over to you:

| ACCOUNTS | ACCOUNT No. | DATE DUE | AMOUNT DUE |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

