

Business Contracts



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LETTER BEFORE DEBT RECOVERY ACTION

<<CustCompany>>
Attn. <<CustFirst>> <<CustLastName>>
<<CustAddress1>>
<<CustAddress2>>
<<CustCity>>, <<CustState>> <<CustPostalCode>>
<<CustWorkPhone>>

Dear <<CustFirst>> <<CustLastName>>,

Re: Invoice No. <<WorkOrder>>, Amount Due: <<Insert Overdue Dollar Amount>>

Due to your continued non-payment of the above amount, debt recovery action has been commenced against you.

This letter is a 'Formal Demand' for payment of <<Insert Overdue Dollar Amount>> to settle all due amounts. This letter will

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/problem-notification/letter-before-debt-recovery-action.htm>

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S A M P L E

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