

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 ...

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