SAMPLE ADMINISTRATIVE FORM

SAMPLE COLLECTION LETTER NO. 1

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Your Account [account number]

Dear [Client Name]:

We contacted you by [telephone/email/certified mail – choose one] several weeks ago regarding your delinquent account.

According to our records, your account balance is 60 days old and is currently [account balance].

We have attached a copy of your statement of account for your review. Please review this statement and advise us if you have any questions.

We would appreciate your immediate payment on this account. If you are unable to pay this balance now, please contact [Accounts Receivable Coordinator] to make alternative arrangements.

We appreciate your prompt attention to this matter.

Sincerely,

[Name of Accounts Receivable Coordinator]

SAMPLE COLLECTION LETTER NO. 2

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Your Account [account number]

Dear [Client Name]:

We contacted you two weeks ago regarding your outstanding account balance (see copy of attached letter).

Due to the age of your accounts and your failure to respond to our previous letter, we are concerned.

If payment is not made or you do not contact us to make alternative arrangements, we will have no recourse but to refer your account out for collection.

We would appreciate your prompt attention to this matter.

Sincerely,

[Name of Accounts Receivable Coordinator]

SAMPLE COLLECTION LETTER NO. 3

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Your Account [account number]

Dear [Client Name]:

We have previously attempted to contact you (see attached) regarding your delinquent account.

Due to the age of your accounts and your failure to respond to or previous attempts to contact you, we are concerned.

Since you have not responded to our letters, we have no alternative but to refer your account to our collection attorney.

[Outside collection attorney's name] will contact you regarding your account. Should you wish to contact [outside collection attorney's name], [his or her] address is:

[outside collection attorney's name]

[outside collection attorney's address]

[outside collection attorney's telephone]

We regret the involvement of a third party in resolving this matter, but we have been frustrated by your failure to work with us.

Sincerely,

[Name of Accounts Receivable Coordinator]

SAMPLE COLLECTION LETTER NO. 4

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Your Account [account number]

Dear Client:

At ***YOUR*** request, this firm provided you with legal services. ***YOU*** are the benefactor of those services. Unfortunately, we are still waiting for ***you*** to pay for the services for which ***you*** legally contracted. I am sure ***you*** are not intending to willfully break ***your*** contract with us.

We, on the other hand, have been patient. We understand that you may not have the entire balance to pay us at once. Therefore, we have suggested, and are again suggesting, that you contact us to arrange for monthly payments.

We know that ***you*** would want to avoid the embarrassment and unpleasantness that accompany collection proceedings. We have done our part, **NOW** is the time for ***YOU*** to do yours!

Please contact us no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that we may both avoid further proceedings.

Sincerely,

[Name of Accounts Receivable Coordinator]