

Collection Letter – Demand

January 4, 2008

Account Name

Address

City, State, Zip

DEMAND IN FULL

Re: Past Due Balance of \$

Account #

Dear

Your account referenced above is seriously past due in the total amount of \$9,000. As of this date, we have not received payment or a favorable response from you on when the account will be paid. We must at this time demand payment in full. If payment in full is not received by January 19, 2008 we will be compelled to proceed with legal action against you through our attorney, small claims court, or other collection alternatives available to us.

Please don't let this matter go further. I would also like to advise you that our company reports all past due accounts to Experian and Equifax credit agencies on a monthly basis. Due to your delinquent status, this report will be made by January 30, 2008 unless you make arrangements for payment. I can be reached at 800-777-7777 to discuss this matter.

Sincerely,

Jim Smith
Controller