Collection Letter Template

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the person),

With reference to your loan for amount \_\_\_\_\_\_\_\_\_\_\_ (Amount) taken from our Bank is due for its first installment. The last date to make the payment is \_\_\_\_\_\_\_\_\_\_\_\_\_ (Date). As per to the signed contract by both the parties, if the payment is not made in time, we are supposed to take a legal action against you.

We would appreciate if you could advise us on the mode of payment. We hope to have a long-term association with you.