

Sample Collection Email to Company

Subject: Payment Collection Reminder for Services Provided

Dear Mr. / Mrs. [Name of the Recipient],

This email is to remind you that your company [mention Name of the Company] acquired our services for a lawsuit with one of your new customers named, [mention Name of the Customer]. In that respect, a total amount of [mention Amount] was agreed. From the said amount, a sum of [mention Amount] is due in respect of the services provided. Following are the details of the outstanding amount:

Invoice Number:

Invoice Date:

Invoice Amount:

As of this day, the aforesaid invoice is [mention number of Days] days past due. We realize that you have not done it intentionally and this delay in payment might be due to some reason. However, we felt responsible for reminding you about the undue amount. We also hope that you will clear our dues within the next [mention Number of Days].

Thanks a lot!

Sincerely,

[Sender Name]

[Sender Designation]

[Contact Details]