(date)

FORWARD/ADDRESS CORRECTION REQUESTED

_____

_____

_____

Re: (creditor)_____
Amount Due: $ _____
Our File No.: _____

Dear _____:

This account has been turned over to this firm for collection. It is long past due, and we understand previous efforts to collect it were unsuccessful. While we realize it is a corporate debt, you are also personally liable under a guaranty, a copy of which is enclosed.

This is **YOUR FINAL OPPORTUNITY** to conclude this matter amicably. We will expect to receive a check for the full balance on or before _____, 20___. If that deadline cannot be met, you must call us prior thereto to discuss other acceptable arrangements.

Yours truly,

Enclosure

Sample