

Download Sample Collection Letter

As you can see from the sample collection letter above, the most effective collection letters are short, to the point and easy to read. Try to avoid long or confusing words and sentences. The more direct letter leads to fewer misunderstandings. Your collection letter should:

Collection Letter Tips

Collection letters are documents issued by collection agencies in order to extract unpaid debts from faulty debtors. They can also be issued by banks and credit card companies in order to send a warning to defaulters and to apprise them of the stern steps that the institution shall be forced to take in case of further non-payment and delay.

Sample collection letters with must-know tips, easy steps, sample phrases and sentences. Write your collection letter today.

Learn more about Sample Collection Letters at nationalnotary.org

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