

Sample Dunning Letters to Employees, Former Students, and General Public

(use letterhead)

(Date)

Third Notice

(Name)

(Address)

We call to your attention your account, which has an overdue balance of \$_____ representing charges billed through (date).

If you are unable to send your remittance by return mail, please write or call us immediately to make arrangements necessary to clear this balance.

Very truly yours,

(Name)

(Title)

(Date)

Fourth Notice

(Name)

(Address)

Once again we call to your attention your account, which has a long overdue balance of \$_____ representing charges billed through (date).

While we have received no reply to our previous notices, we are still assuming that you are interested in the settlement of your account. If you are unable to send your remittance by return mail, it will be to your advantage to write or call us immediately to make arrangements necessary to clear this balance, in order that we will not be forced to suspend further credit and take legal steps to effect a collection.

Very truly yours,

(Name)

(Title)

(Date)

Final Notice

(Name)

(Address)

This notice is in reference to your delinquent account balance of \$_____ representing charges billed through (date). As all ordinary means used for collection of your account in a normal manner have failed to bring the desired results, we are notifying you that unless this balance is paid in full or suitable arrangements are made within ten days, we will suspend further credit and take legal steps to effect a collection.

If you contest this charge, you may request an administrative review, in writing, within 10 days of this notice.

Very truly yours,

(Name)

(Title)