

By
Client Name
Street Name 1
70000 City Name
Tel: 0000 000000
E-Mail: emailname@domain

DEBT COLLECTION

URGENT: PLEASE RECTIFY THIS MATTER IMMEDIATELY

Respectful commercial practice reminds you that below amount due remains unpaid. As such, we demand you making this payment in full by end of Business Monday.

AMOUNT DUE IS £1234.55

PLEASE REMIT PAYMENT TO: Company Name, 123 Street Name

We regret to advise that unless payment is received by Monday
morning we will be forced to instruct our debt collection agency. This means
that we will be unable to immediately resolve your
unsettled debt.

We have the right to discuss this debt without by submitting written
statements to the press. If this letter is not responded within the agreed
deadline will be considered as consented by the client.

The letter

Debt Collector

M Lipman



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