

BILLING LETTER NO. 2

(Advice of possible legal action or use of a collection agency. Not to be forwarded until the account is at least 60 days old)

(date)

Phone: (number)

(name and address of debtor)

Dear (name of debtor):

Please refer to our letter of (date of sample letter no.1) respecting your outstanding account with this Ministry in the amount of (indicate amount).

Your cheque or money order should be made payable to (name of payee) and mailed to (mailing address) immediately.

In the event that payment is not received by (date), your account will be transferred to our collection agent or solicitor without further notice to you.

Sincerely,