**Ready to use this template in Concord?**   
Check out our [quick tutorial](https://support.concordnow.com/hc/en-us/articles/206445925-Using-a-Template) on how to upload your first template!

**Collections Letter – First Attempt**

[**Recipient name**]

[**Recipient address**]

Dear [**Recipient name**],

It has recently come to our attention that your account is [**Enter time period**] past due. As you are aware, you have an outstanding debt of [**Enter amount outstanding**] for multiple orders in 2019. I’ve attached the invoices for your convenience. The outstanding balance consists of the following transactions:

1. [**Date**] - [**Description of transaction**] - [**Amount due**]
2. [**Date**] - [**Description of transaction**] - [**Amount due**]
3. [**Date**] - [**Description of transaction**] - [**Amount due**]
4. [**Date**] - [**Description of transaction**] - [**Amount due**]
5. [**Date**] - [**Description of transaction**] - [**Amount due**]

Kindly contact me at [**Phone number**] or by e-mail at [**E-mail address**] as soon as you receive this letter. There are several repayment options available that we can explore, including financing or extending terms, to help resolve this situation.

Alternately, you can submit payment to:

[**Insert address and/or payment details**]

I look forward to hearing from you soon regarding this matter.

Sincerely,