

## COLLECTION LETTER

Sender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

**Subject:**

Payment Collection for Outstanding Invoice

Dear Sir/Madam,

We are writing to remind you that the payment for the invoice detailed below remains outstanding. Please arrange for the payment promptly to avoid any further actions.

**Invoice Details:**

Invoice Number: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Outstanding Amount (CAD): \_\_\_\_\_ CAD

If you have already made the payment, please disregard this letter. Otherwise, please remit payment immediately.

**Payment Instructions:**

Please make payment by one of the following methods:

- Electronic Funds Transfer (EFT) to the following account:

Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Transit Number: \_\_\_\_\_

Institution Number: \_\_\_\_\_

- Certified cheque or money order payable to [Company Name].
- Credit card payment by contacting our office at the phone number above.

If payment is not received within 14 days of this letter, we reserve the right to take further action, which may include initiating collections proceedings or legal action under applicable Canadian laws.

Please contact our office immediately if you have any questions or require assistance in resolving this matter.

This letter serves as a formal demand for payment and is intended to be legally binding and enforceable within the jurisdiction of Canada.

**Sincerely,**

**Authorized Representative Signature**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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