[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Third Collection Letter**

Dear Mr. / Mrs. [Name of the Recipient],

On [mention Date], we sent you a letter for the second time reminding you to clear your outstanding dues of [mention Amount]. Unfortunately, there is still no response from you which forced us to send this third notification for the due payment. Following are the details of the due amount:

Invoice Number:

Invoice Date:

Invoice Amount:

Invoice Description:

The above-mentioned invoice is now [mention Number of Days] days past due. We realize that there might be some issues for which you would not be able to clear the outstanding dues. However, you should at least respond to our letters and calls.

I hope that you can understand our position and now take this matter into serious consideration. So, we request you to clear your outstanding dues within the next [mention Number of Days] days. If there is still no response from your side then we will have to consider exercising our legal rights.

You can also make payments through a debit or credit card. If you send us an email, we will send you a payment link to make your payment. You can also transfer the amount online into our bank account. In that case, email us and we will send you our bank account details. If there is a problem in paying the full amount, contact us so that we can make payment arrangements for you.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]