

Request To Solicitor Or Collection Agency

Date:

To: (Solicitor or Collection Agency)

We are enclosing our records in respect of the following unpaid accounts and requesting that you take immediate steps for collection of same:

Account Name(s) Balance Owed

_____	_____
_____	_____
_____	_____
_____	_____

Please provide us with interim reports on the above accounts.

Yours very truly,
