

Final collection letter

Dear (client name):

I have contacted you twice about paying your outstanding account. To date, you've failed to respond.

Now we have no alternative but to refer your account to our attorney for collection. In addition, any future services you request will require full payment of your outstanding balance plus cash payment for any additional services.

Once your account has been sent to our attorney, you'll be responsible for all attorney's fees and litigation costs involved in collecting your outstanding balance.

I regret that Caring Small Animal Hospital must take legal action. To avoid attorney's fees and litigation costs, you must pay \$_____ at our hospital before _____. If you have any questions, please call me immediately at _____.

Sincerely,

Practice manager