Farm Collection Letter Template

A farm collection letter template for farms following up on unpaid bills. It lays out a polite reminder with invoice details, payment options, and next steps.

Farm / unit: _____ Date: _____ By: _____

Farm name and contact

Customer name and address

Date of letter

Invoice number and amount

Original due date

Polite reminder message

Payment options

Next steps if unpaid

Contact for questions

TIP Stay polite, keep records of every contact, and check state collection rules or ask an attorney before escalating.