



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## LETTER BEFORE DEBT RECOVERY ACTION

<<CustCompany>>  
Attn. <<CustFirst>> <<CustLastName>>  
<<CustAddress1>>  
<<CustAddress2>>  
<<CustCity>>, <<CustState>> <<CustPostalCode>>  
<<CustWorkPhone>>

Dear <<CustFirst>> <<CustLastName>>,

Re: Invoice No. <<WorkOrder>>, Amount Due: <<Insert Overdue Dollar Amount>>

Due to your continued non-payment of the above amount, debt recovery action has been commenced against you.

This letter is a 'Formal Demand' for payment of <<Insert Overdue Dollar Amount>> to settle all due amounts. This letter will form part of our case against you.

You now have SEVEN DAYS from the date of this letter in which to

## DEMO CONTRACT

**This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections**

<https://www.proposalkit.com/htm/legal-contract-templates/problem-notification/letter-before-debt-recovery-action.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

