

# Truck Driver Nation – Debt Collections Notice

**Subject: Urgent: Outstanding Balance on Your Account – Immediate Action Required**

Dear \_\_\_\_\_,

We are writing to inform you that there is an outstanding balance on your account with Truck Driver Nation. According to our records, the amount of \$\_\_\_\_\_ remains unpaid. We kindly ask that you address this matter as soon as possible to avoid any interruptions to your services or future access to our offerings.

## Details of Outstanding Balance:

- **Customer Name:** \_\_\_\_\_
- **Invoice Number:** \_\_\_\_\_
- **Amount Due:** \_\_\_\_\_
- **Invoice Date:** \_\_\_\_\_
- **Due Date:** \_\_\_\_\_
- **Late Fee (if applicable):** \$\_\_\_\_\_

## Payment Options:

We offer several payment methods to help you settle your outstanding balance:

1. **Full Payment:** Pay the total outstanding balance via our Pay Portal (link included below).  
<https://truckdrivernation.com/tdn-payment-portal>
2. **Payment Plan:** If you are unable to pay the full balance immediately, please contact us to discuss flexible payment arrangements.
3. **Zelle or Square Payment:** You can make payments securely through Zelle or Square. If using a credit card, an authorization form will be required.

## Invoice Details (Check the Appropriate Category):

- **Freight Dispatcher Course Fee:** The total cost for your Freight Dispatcher course is \$\_\_\_\_\_. If you have not completed the payment, we ask that you settle your balance promptly.

- **Webinar/Training Fees:** For any outstanding webinar or training session payments, the amount due is \$ \_\_\_\_\_. These sessions are designed to provide valuable insights to help you advance your career.
- **Certification Fees:** The amount due for certification services is \$ \_\_\_\_\_. Please pay this balance to continue progressing with your certification.
- **Other (Specify):** The balance due for [specify service/product] \_\_\_\_\_ is \$ \_\_\_\_\_.

**Next Steps:**

- **Immediate Payment Required:** Please make your payment by [Final Due Date] \_\_\_\_\_ to avoid any interruptions or late fees.
- **Consequences of Non-Payment:** If payment is not received within [\_\_\_\_\_] days, access to our services, materials, or account privileges may be suspended until the balance is paid in full.

**Contact Us:**

If you have any questions, need further clarification, or wish to discuss a payment plan, please do not hesitate to reach out. We are happy to work with you to resolve this matter quickly.

**Payment Portal:** <https://truckdrivernation.com/tdn-payment-portal>

**For questions or payment arrangements, please contact us:**

- **Email:** [Support@TruckDriverNation.com](mailto:Support@TruckDriverNation.com)
- **Phone:** (210) 343-1118
- **Office Hours:** Mon. – Fri. 9am to 5pm CST
- **Website:** [www.TruckDriverNation.com](http://www.TruckDriverNation.com)
- **Business Address:** 991 Yosemite Trail, Roselle, Illinois, 60172

We greatly appreciate your attention to this matter and look forward to resolving it as soon as possible.

Sincerely,

The Truck Driver Nation Team