Urgent Collection Notice

Subject: Urgent: Immediate Payment Required
Dear [Customer Name],
Your account with [Company Name] has an overdue balance of [Amount] since [Due Date].
Immediate payment is required to prevent account suspension or further action.
Please contact our office to confirm payment arrangements. We hope to resolve this matter quickly
and avoid escalation.
Sincerely,
[Your Name]
[Position]

Get more templates here:

[Company Name]

https://www.lettersandtemplates.com/letters/collection-demand-letter-to-customer