

Serious and urgent tone collection letter

Subject: Immediate Action Required – Overdue Account [Account Number]

Dear [Customer Name],

Our records indicate that your account [Account Number] has an outstanding balance of [Amount] that has been overdue since [Date]. Immediate payment is required to avoid escalation or additional charges.

Please contact us immediately to resolve this matter or to arrange a payment plan. Failure to respond may result in legal action or account restrictions.

Sincerely,

[Bank Officer Name]

[Bank Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/bank-collection-letter>