

Urgent bill collection email template

Subject: Immediate Action Required – Outstanding Payment

Dear [Recipient],

Your account shows an outstanding balance of [Amount], which is past due.

We urge you to settle this payment immediately to avoid service disruption or additional fees.

Please confirm receipt of this message and let us know when the payment will be made.

Thank you for your prompt attention.

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