Professional Collection Demand Letter

Subject: Outstanding Payment Reminder

Dear [Customer Name],

This is a formal reminder that your account with [Company Name] shows an outstanding balance of [Amount] due since [Due Date]. We request that you make the payment immediately to avoid further action.

Please find the invoice attached for your reference. Should you have any questions regarding this payment, contact our accounts department at [Contact Info].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Position]

[Company Name]