

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]

[Company Name]

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