

Formal and serious past due notice

Subject: Urgent: Past Due Account [Account Number]

Dear [Customer Name],

This is a formal notice regarding your account [Account Number], which remains unpaid despite previous reminders. The outstanding balance of [Amount] was due on [Due Date]. Immediate payment is required to avoid further action, including potential collection proceedings.

Please remit payment immediately or contact us to discuss your account.

Regards,

[Your Name]

[Title/Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/collection-letter-for-past-due-account>