

Urgent Collection Reminder Letter

Subject: Urgent Payment Reminder – Immediate Action Required

Dear [Customer Name],

This is to notify you that payment of [Amount] for invoice #[Invoice Number] remains overdue.

Immediate settlement is required within [Number of Days] to avoid late charges, service suspension, or legal action.

We urge you to address this matter without delay.

Sincerely,

[Your Name]

[Company Name]

[Collections Department]

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