

Casual Final Collection Email

Subject: Final Reminder – Outstanding Balance

Hi [Customer's Name],

This is a final reminder about your overdue payment of [Amount Due]. Please make sure the payment is completed by [Final Due Date] to avoid any further action.

If you've already made the payment, just ignore this message. Otherwise, please take care of it today.

Thanks for your cooperation,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/collection-letter-template-final-notice>