

Collection Letter for Overdue Service Fees

Subject: Overdue Service Fees – Immediate Action Required

Dear [Customer Name],

Our records show that payment for your service account is overdue in the amount of [Amount], which was due on [Due Date]. We kindly request that the payment be made immediately to avoid service suspension.

Continued non-payment may result in additional charges or termination of services. To prevent this, please make the payment using [Payment Method] or contact our office to resolve any issues.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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