

Urgent Overdue Account Collection Email

Subject: Urgent " Immediate Payment Required

Dear [Customer Name],

This is to inform you that your account with [Company Name] is now [Number] days overdue, with an outstanding balance of [Amount]. We've attempted to reach you multiple times without success.

To avoid legal escalation and additional fees, we require payment no later than [Deadline Date]. If payment has already been made, please disregard this notice.

Kindly make your payment immediately through [Payment Instructions] or contact us to discuss the situation.

Regards,

[Your Name]

[Company Name]

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