

Formal Credit Collection Letter

Subject: Outstanding Payment Reminder

Dear [Customer Name],

This is a formal notice regarding your outstanding balance of [Amount] for invoice [Invoice Number], which was due on [Due Date]. Please arrange payment at your earliest convenience to avoid further action.

If you have already sent payment, kindly disregard this notice. Otherwise, please contact us to discuss payment options.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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