

Serious Letter

Subject: Immediate Action Required – Overdue Account

Dear [Customer Name],

This is an urgent notice regarding your overdue account with [Company Name]. The outstanding amount of [Amount] has been unpaid since [Due Date].

If payment is not received within [X] days, we will have no option but to escalate the matter to collections or legal proceedings. Please consider this seriously and act immediately.

Regards,

[Your Name]

[Your Position]

[Company Name]

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