Serious, Urgent Collection Letter

Subject: Urgent Payment Reminder for Invoice [Invoice Number]

Dear [Recipient Name],

Our records indicate that payment of [Amount] for invoice [Invoice Number], due on [Original Due Date], has not been received. Immediate payment is required to avoid additional penalties.

We request you to clear the outstanding balance by [New Due Date]. Failure to do so may result in escalation or legal action.

Sincerely,

[Your Name]

[Your Position]

[Company Name]