

Casual but serious payment request

Subject: Payment Reminder – Immediate Action Required

Hi [Debtor Name],

I hope this message finds you well. This is a reminder that your payment of [Amount] for invoice [Invoice Number] is overdue since [Due Date].

Please arrange payment within [X] days to avoid escalation to legal proceedings. If you have already made the payment, kindly disregard this message.

Thank you for your prompt attention.

[Your Name]

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