## Short, direct payment request email

Subject: Immediate Payment Required – Final Notice

Dear [Debtor Name],

Your payment of [Amount] for invoice [Invoice Number] is overdue since [Due Date]. Payment must be received within [X] days to avoid legal action.

Please arrange settlement immediately to prevent escalation.

Regards,

[Your Name]

[Company Name]

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https://www.lettersandtemplates.com/letters/sample-debt-collection-letter-before-action