

URGENT NOTICE: PAST DUE OBLIGATION

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Account Number [Insert Account Number]

Dear [Recipient Name],

This is an urgent notification regarding your outstanding balance of \$[Insert Amount], which was due on [Insert Due Date]. As of today, our records indicate that we have not yet received your payment.

Your account is now [Insert Number] days past due. To maintain your account in good standing and avoid potential service interruptions or late fees, please submit your payment immediately.

Payment Options:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: Send a check to [Insert Payment Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error, please contact our billing department at [Insert Contact Number] immediately to discuss a payment plan.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Phone Number]