

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: URGENT: Contact Our Office Immediately Regarding Your Overdue Account**

Dear [Recipient Name],

According to our records, your account (Account Number: [Account Number]) is currently overdue in the amount of \$[Amount Owed]. This balance is now [Number] days past due.

Please contact our office immediately at [Phone Number] to discuss this matter. We would like to work with you to arrange a suitable payment plan that fits your current financial situation and ensures your account is brought back into good standing.

We prefer to resolve this matter amicably and avoid further collection actions. However, it is vital that you reach out to us by [Deadline Date] to establish a repayment schedule.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]  
[Your Title]