

Date: [Insert Date]

Account Number: [Insert Account Number]

Subject: URGENT: Your Account Remains In Arrears

Dear [Customer Name],

Our records show that your account remains in arrears despite our previous notice sent on [Date of Previous Notice]. As of today, the total outstanding balance is **[Insert Amount]**.

The following invoices are currently overdue:

- Invoice #[Number] - [Amount] - Due Date: [Date]
- Invoice #[Number] - [Amount] - Due Date: [Date]

We requested payment in our earlier communication, but we have yet to receive the funds or a response regarding this debt. We understand that there may be circumstances causing this delay, and we encourage you to contact us immediately if you are experiencing financial difficulties.

Please arrange for payment to be made via [Insert Payment Method] by [Insert Deadline Date] to bring your account up to date. Failure to settle this balance may result in [Insert Consequence, e.g., suspension of services or further collection action].

If you have already sent your payment within the last 24 hours, please disregard this notice.

Should you have any questions or wish to discuss a payment plan, please contact our accounts department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]