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

[Date]

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

Subject: URGENT: Overdue Payment Request for Account #[Account Number]

Dear [Customer Name],

This letter serves as a formal notice that your account is now seriously overdue. Despite our previous reminders, we have yet to receive payment for the following outstanding invoice(s):

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

Total Balance Due: $[Total Amount]

Please remit the full payment immediately to bring your account up to date. You can make a payment via [Payment Method: Bank Transfer/Credit Card/Online Portal].

If payment is not received by [Final Deadline Date], we may be forced to take further action, which may include the suspension of services or referring your account to a collections agency. We would prefer to resolve this matter amicably and avoid any impact on your credit rating.

If you have already sent the payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding these invoices, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]