

Date: [Insert Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: IMMEDIATE ACTION REQUIRED - NOTICE PRIOR TO DEBT COLLECTION

Dear [Customer Name],

This letter serves as formal notice regarding your outstanding balance of **[\$[Amount Due]** for Invoice(s) #**[Invoice Number(s)]**, which is now **[Number]** days past due.

Despite previous reminders, we have not received payment or a response regarding the status of this account. Please be advised that this is our final attempt to resolve this matter directly with you.

To avoid your account being transferred to an external debt collection agency, payment must be received in full by [Deadline Date].

Transferring your account to collections may negatively impact your credit rating and may result in additional legal fees or interest charges as permitted by your agreement.

Payment Options:

- Pay Online: [Insert Website Link]
- Pay by Phone: [Insert Phone Number]
- Pay by Mail: Send checks to [Insert Remittance Address]

If you have already sent payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]