

URGENT: PAST DUE NOTICE

Date: [Current Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

This is an urgent reminder that your scheduled payment of \$[Amount Due] was due on [Due Date] and has not yet been received. According to our records, your account is now past due.

Per the terms of your established payment plan, it is critical that payments are made on time to keep the agreement in good standing. Failure to bring your account current immediately may result in the cancellation of your payment plan and further collection actions.

Payment Details:

- Past Due Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Required to Catch Up: \$[Total Amount]**

Please submit your payment immediately via [Payment Method/Link] to avoid further penalties. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties that prevent you from making this payment, please contact us at [Phone Number] or [Email Address] immediately to discuss your options.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]