**EMAIL TEMPLATE**

**How to Follow Up on Payments That Are Past Due (Urgent Request)**

**Dear [Customer Name]:**

This letter serves as a final notice regarding your seriously overdue account. Invoice [Invoice Number] for [amount] was due on [date], making your account now [number] days past due. Despite previous attempts to contact you via [list previous communication methods], we have yet to receive payment or a response explaining the delay.

Your delinquency has created a significant strain on our business operations. Continued non-payment forces us to consider escalating this matter further, which may include:

* **Referral to a collections agency**: This will negatively impact your credit rating and incur additional fees and costs.
* **Legal action**: We will pursue all available legal remedies to recover the outstanding debt, including court action if necessary.

We urge you to take immediate action to rectify this situation. To avoid further consequences, please remit full payment within [number] days of this letter. We accept payment via check, debit card, or credit card. If you wish to pay using debit or credit card, please reply to this email and we will send you a payment link to a secure online payment portal. If you wish to pay by check, you can mail it to [insert your mailing address].

We are willing to work with you to find a solution if you are facing financial difficulties. Please contact us immediately at [phone number] to discuss payment options. Failure to respond or make a payment arrangement will leave us with no choice but to proceed with the actions outlined above.

Sincerely,

**[Your Name]**

**[Position/Job Title]**

**[Contact Details]**