

FORMAL COLLECTIONS LETTER

To: _____

Address: _____

Subject: Formal Notification of Overdue Payment

Dear Sir or Madam,

This letter serves as a formal notice regarding the overdue payment owed to us by your company. Despite previous reminders and correspondence, the outstanding balance remains unpaid. We hereby request immediate payment of the outstanding amount to avoid further action.

Details of Outstanding Invoice:

Invoice Number: _____

Invoice Date: _____

Due Date: _____

Outstanding Amount (USD): _____

Description of Goods/Services: _____

Payment Instructions:

Please remit the full outstanding balance immediately via one of the following payment methods:

1. Wire Transfer: Bank Name: _____ Account Name: _____
Account Number: _____ Routing Number (ABA): _____

2. Check: Payable to: _____ Mailing Address: _____

3. Online Payment: Payment Portal URL: _____

If you have already sent payment, please disregard this notice.

Consequences of Non-Payment:

Failure to remit payment within the timeframe specified herein may result in the initiation of legal proceedings, which could include, but are not limited to, collection actions, reporting to credit bureaus, and assessment of additional fees and costs as allowed by law.

We strongly urge you to take this notice seriously and to contact us immediately if you have any questions or disputes regarding this matter.

Contact Information:

Please contact our accounts receivable department at your earliest convenience to discuss this matter:

Phone: _____ Email: _____ Mailing Address:

We appreciate your prompt attention to this matter and look forward to resolving this issue without further delay.

Sincerely,

Authorized Signature

Authorized Signature

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____

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