

URGENT OVERDUE BALANCE SETTLEMENT REQUEST

Statement Date:

Account Number:

FROM

Email:

Phone:

TO (DEBTOR)

Email:

Phone:

TOTAL OVERDUE

DAYS PAST DUE

ORIGINAL DUE DATE

IMMEDIATE ACTION

REQUIRED

FINAL NOTICE: Please be advised that the balance detailed below is severely past due. Despite prior notifications, we have not received payment. To avoid further action, collection activities, or potential impact on your credit/account standing, please remit the outstanding balance immediately.

INVOICE DATE	INVOICE NUMBER	ORIGINAL AMOUNT	AMOUNT PAID	DAYS OVERDUE	BALANCE DUE
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Subtotal Overdue:

Late Fees / Interest:

Total Outstanding:

SETTLEMENT INSTRUCTIONS

To ensure immediate credit to your account and halt further escalation, please utilize one of the following payment methods:

Bank Wire / ACH Transfer:

Bank Name:

Routing Number:

Account Number:

Reference:

Credit Card / Online Payment:

Payment Portal Link:

Contact Billing Department:

Phone: