**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Credit collection for [X]**

Respect sir,

Please find this letter as a reminder of the payment that has been due for 10 days. The last date to make the payment was 10th September 202X. W We have sent you many reminders concerning the payment of the credit but there was no response from your side.

Please consider this letter as a reminder as well as a warning as the bank holds the right to freeze your account and all the funds in it in case of non-payment of the credit till the next due date.

Non-payment or late payment of the credit always results in lowering your credit score and ruining your credit report. It will be very difficult for you to get approval for the loan in the future with this credit report. If you want to discuss the matter in detail, feel free to contact Mr. ABC the manager of the bank. The bank is ready to help you by adjusting the due dates of the repayment or reducing the amount of fine you are bound to pay with late payment.

Yours sincerely.

Name of the sender  
Sender’s designation in the company  
Name of the company