**To**

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

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

Respect sir,

This letter is being written to you in an attempt to collect credit from you which has been due since 10th September 202X. This is the second time you have shown no respect for the deadline which has now become a matter of concern for the bank. Please find this letter as a reminder for you to clear the due payment by the 10 of next month.

Not being able to pay the money by the due date will have serious implications as it will lower your credit score and your credit report will also demonstrate that you have not been fulfilling your commitments. In addition, the bank will be forced to take strict legal action against you in case of non-payment of the credit.

We value our customers a lot and our priority is to ensure that we have a healthy relationship with our customers. Therefore, we are ready to support you and give you some flexibility regarding the payment of credit. Please get in touch with us to resolve the matter. You can contact the bank manager, Mr. XYZ, for having your case resolved and adjust the due dates again. Thank you so much for choosing our bank for credit.

Yours sincerely.

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