Hey (NAME), this is (Your First Name). Did you used to (personal info)?

If you could give me a call back my number is...(insert number). I have some

kind of urgent info about money thats actually owed to you from...(enter info).

If I don’t hear from you by tomorrow I will call you back the following day,

want to make sure this gets resolved ASAP!

Thanks NAME, have a great day!