

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Notice of Outstanding Dues

Dear [Debtor's Name],

I hope this message finds you well. We are writing to inform you that your account with [Your Company Name] currently shows an outstanding balance of [\$Amount] that has been overdue since [Due Date].

Details of the outstanding dues are as follows:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Amount Due: [\$Amount]

We kindly request that you remit payment within [Number of Days, e.g., 15 days] to avoid any late fees or further action. Payment can be made via [Payment Methods, e.g., check, credit card, bank transfer].

If you have already sent the payment, please disregard this notice. If you have any questions or require assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]