

[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]

Dear [Debtor's Name],

Subject: Outstanding Payment Reminder

I hope this message finds you well. We are writing to remind you of the outstanding balance on your account with us as of [insert due date].

According to our records, the total amount due is [insert amount].

Invoice Number: [insert invoice number]

Date of Invoice: [insert date]

Original Due Date: [insert due date]

We kindly ask that you remit payment by [insert new due date] to avoid any further action. If you have already sent payment, please disregard this letter.

Payment can be made via [insert payment methods, e.g., check, bank transfer, etc.]. If you have any questions or would like to discuss your account, please feel free to contact us at [insert phone number or email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]