

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[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],

RE: Outstanding Payment for Invoice #[Invoice Number]

I hope this message finds you well. We are writing to remind you that your account with us shows an outstanding balance of [Amount Due] that was due on [Due Date]. Our records indicate that the following invoice remains unpaid:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Total Amount Due: [Amount Due]

We kindly request that you address this matter at your earliest convenience. If you have already made the payment or believe this notice is in error, please contact us immediately at [Your Phone Number] or [Your Email Address].

To avoid any late fees or disruption of service, we ask that payment be made by [New Due Date]. Payment can be made via [Payment Methods, e.g., check, credit card, online payment portal].

Thank you for your prompt attention to this matter. We value you as a customer and look forward to resolving this issue swiftly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Enclosure: Copy of Invoice, if applicable]