

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Debtor's Name]
[Debtor's Address]
[City, State, ZIP Code]

Subject: Debt Collection Demand Letter

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally request payment for the outstanding balance of [amount owed] that remains due as of [due date]. Despite previous reminders, this amount has not been received.

Details of the debt are as follows:

- Invoice Number: [Invoice Number]
- Original Creditor: [Creditor's Name]
- Date of Charge: [Date of Charge]
- Payment Due: [Amount Due]

Please be advised that if the payment is not received by [final payment deadline], I may have to pursue further actions to recover the debt. I encourage you to contact me at your earliest convenience to discuss this matter.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]