

[Your Company Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on Outstanding Debt

I hope this letter finds you well. I am writing to follow up regarding the outstanding balance of [amount] on your account with us, which was due on [due date]. Despite our previous communications, we have yet to receive payment.

To avoid further action, we kindly ask that you settle the amount or contact us to discuss a payment arrangement by [specific date].

Please feel free to reach out if you need assistance or wish to discuss your account further.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]