

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Debt Recovery Notification

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally remind you of the outstanding balance of [Amount Due] on your account, originally due on [Due Date]. Despite our previous communications, this amount remains unpaid.

Details of the invoice:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Amount Due: [Amount Due]

We kindly request that you remit payment by [New Due Date], to avoid any further action. It is important to settle this balance promptly to maintain our business relationship.

If you have already made the payment, please disregard this notice.

Otherwise, please contact us to discuss this matter further if you are facing any issues regarding payment.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]