

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Outstanding Payment Reminder

Dear [Debtor's Name],

I hope this message finds you well. We are writing to remind you that your account with us shows an outstanding balance of [amount] that was due on [due date].

Despite our previous communications, we have not yet received your payment. We understand that oversights can happen, and we appreciate your attention to this matter.

Please make your payment by [new payment deadline] to avoid any late fees or further action. You can make the payment via [payment methods available].

Should you have any questions or require assistance, feel free to reach out to us at [your contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]