

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Collection of Outstanding Debt

We hope this message finds you well.

This letter is a formal notification regarding your outstanding balance of [amount owed] for [details of the goods/services provided]. Our records indicate that this payment was due on [due date].

To date, we have not received this payment. We kindly request that you remit the balance within [number of days, e.g., 30 days] to avoid further action. Please find the details below:

- Invoice Number: [Invoice Number]

- Due Date: [Due Date]

- Total Amount Due: [Amount Owed]

If you have already made this payment or believe this is an error, please contact us immediately at [your phone number] or [your email address].

Failure to respond to this letter may result in additional collection actions. We value your business and hope to resolve this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]