

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

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

Re: Outstanding Debt - [Account Number or Reference]

Dear [Debtor's Name],

This letter serves as a formal notification regarding the outstanding balance on your account, which is currently [amount owed] as of [date]. Despite previous communications, this debt remains unpaid. Please be advised that failure to address this matter promptly may result in further actions, including [mention potential consequences, e.g., legal action, additional fees].

We encourage you to reach out to us to discuss payment options or resolve any discrepancies. Please contact us by [specific date] to avoid further action.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]