

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Debtor's Name]  
[Debtor's Address]  
[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Outstanding Debt Notification

I hope this letter finds you well. We are reaching out regarding an outstanding balance on your account with us, which is now overdue. As of [date], the total amount due is [amount].

Despite previous reminders, we have yet to receive payment. We kindly request that you address this matter promptly. Please find the details of the account below:

- Account Number: [Account Number]
- Invoice Number: [Invoice Number]
- Due Date: [Original Due Date]

We understand that oversights can occur, and we would like to offer our assistance in resolving this matter. For your convenience, payment can be made via [payment methods available].

If you have already sent your payment, please disregard this notice. If you have any questions or require further assistance, do not hesitate to contact us at [your phone number] or [your email address].

We appreciate your prompt attention to this matter.

Thank you,

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]