

[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: Friendly Reminder for Outstanding Payment

I hope this message finds you well. I am reaching out to remind you about the outstanding balance on your account with us, which totals [Amount Due] and was due on [Due Date].

We understand that oversights happen and would like to assist you in resolving this matter promptly. Please let us know if there are any issues you might be experiencing that we can help with.

We kindly request that you make the payment by [New Due Date] to avoid any late fees or further action. Payment can be made via [Payment Method(s)].

Thank you for your attention to this matter. We value your partnership and look forward to continuing our relationship.

Best regards,

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