

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

Dear [Debtor's Name],

I hope this message finds you well. I am writing to follow up on the outstanding balance of [amount owed] that was due on [due date]. Despite our previous communications regarding this matter, it appears that the balance remains unpaid.

As a reminder, the details of the debt are as follows:

- Invoice Number: [invoice number]
- Date of Invoice: [date]
- Original Amount: [original amount]
- Amount Paid: [amount paid]
- Remaining Balance: [amount owed]

I understand that circumstances can sometimes lead to delays in payment. If you are facing any issues that are preventing you from settling this balance, please feel free to reach out, and we can discuss potential arrangements.

To avoid any further action, I kindly ask that you remit payment by [specific deadline, e.g., 30 days from the date of this letter]. Payment can be made via [payment methods preferred].

Thank you for your attention to this matter. I look forward to resolving this issue promptly.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]