

[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],

Subject: Outstanding Debt Notification

I hope this letter finds you well.

I am writing to inform you that, as of [date], your account with us shows an outstanding balance of [amount owed]. This amount is now overdue and was originally due on [due date].

Please remit payment at your earliest convenience to avoid any further action. Payment can be made via [payment methods]. If you have already sent payment, please disregard this notice.

If you are experiencing difficulties, please contact me to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Phone Number]