

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

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

Subject: Urgent Debt Collection Notice

Dear [Debtor's Name],

I hope this message finds you well. This letter serves as a formal notice regarding the outstanding debt of [amount owed] that remains unpaid as of [due date].

Despite previous reminders, this account is now [number of days overdue] days overdue. Immediate action is required to settle this balance to avoid further actions.

Please remit payment by [final payment date] to prevent escalation of this matter. Payment options include [list payment methods, e.g., check, online payment, etc.].

If you have already sent your payment or believe this notice is in error, please contact me immediately at [your phone number] or [your email address].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]