

[Your Company Letterhead]

[Your Name]

[Your 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 Balance Reminder

We hope this letter finds you well. Our records indicate that there remains an outstanding balance on your account with us, totaling [Amount]. This balance was due on [Due Date].

We understand that oversights occur, and we kindly request that you review your records. Please arrange for payment at your earliest convenience to avoid any late fees or disruption of service.

For your convenience, payment can be made via [Payment Methods]. Should you have any questions or need to discuss this matter, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]