

[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]

Subject: Collection of Outstanding Debt

Dear [Debtor's Name],

I hope this letter finds you well. We are writing to inform you that your account with us, #[Account Number], has an outstanding balance of \$[Amount Due] as of [Due Date].

Despite previous communications regarding this balance, we have yet to receive payment. We understand that circumstances can arise that may affect timely payment, and we are here to assist you in resolving this matter.

Please find the details of your account below:

- Amount Due: \$[Amount Due]
- Due Date: [Original Due Date]
- Original Creditor: [Original Creditor Name]
- Account Number: [Account Number]

We kindly request that you remit payment within [Number of Days] days from the date of this letter to avoid further action. If you have already made this payment, please disregard this notice.

If you are experiencing financial difficulties, please contact us at [Phone Number] or [Email Address] to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]