

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Notice of Debt Collection

Dear [Recipient's Name],

I am writing to inform you that your account with [Company Name] is past due. The current outstanding balance is [Amount], originally incurred on [Date].

Please remit payment by [Due Date] to avoid further action. You can make a payment via [Payment Methods].

If you have any questions or believe this statement is inaccurate, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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