

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

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

Subject: Debt Collection Notice

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance on your account with us. As of [date], your account reflects a total amount due of [\$amount].

We request that you remit payment for this amount by [due date]. If you have already sent your payment, please disregard this notice.

For your convenience, you can make the payment via [payment methods].

Should you have any questions or wish to discuss your account, please contact us at [phone number] or [email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]