

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

Subject: Outstanding Balance Notification

We are writing to inform you that your account with us, [Account Number], has an outstanding balance of [Amount Owed]. This amount was due on [Due Date].

Despite our previous reminders, we have yet to receive payment. Please be advised that your prompt attention to this matter is required to avoid further action.

We kindly ask that you make the payment by [Final Deadline Date] to avoid further inconvenience. Payment can be made via [Payment Methods].

If you have already made the payment, please disregard this letter.

Should you have any questions or wish to discuss your account further, please contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website] (if applicable)