

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

[Debtor's Name]  
[Debtor's Address]  
[City, State, Zip Code]

Subject: Outstanding Debt Collection Notice

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally notify you that your account with [Creditor's Name/Company] remains overdue. The details of the outstanding balance are as follows:

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

As of the date of this letter, the total amount due, including any applicable fees or interest, is \$[Total Amount Due].

Please be advised that prompt payment of this debt is necessary to avoid further actions, which may include [possible actions such as legal proceedings, credit reporting, etc.].

We kindly request that you contact us to discuss payment options or to arrange a suitable payment plan. You can reach me at [Your Phone Number] or [Your Email Address].

Should you have already made this payment, please disregard this notice. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Creditor's Name/Company]