

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Outstanding Debt Notification

I hope this letter finds you well. Our records indicate that your account with us, [Account Number], remains unpaid in the amount of [Total Amount Due]. This amount was due on [Due Date], and as of today, it has still not been settled.

We understand that situations may arise that can affect timely payments. However, we kindly request that you address this matter by making the necessary payment or contacting us to discuss potential payment arrangements.

Please be advised that failure to resolve this outstanding debt may result in further action, which can include reporting your account to credit agencies or legal proceedings.

To avoid such measures, we ask that you remit payment by [Final Payment Deadline]. Payment can be made via [Payment Methods]. Should you have any questions or wish to discuss this further, please do not hesitate to reach out to our office at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]