

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief description of the purpose, e.g., Notification of Debt]

I hope this letter finds you well. I am writing to inform you regarding an outstanding debt that requires your immediate attention.

Details of the Debt:

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

We kindly request that you address this matter promptly. Please arrange for payment or contact us within [number of days, e.g., 30 days] to discuss your account status.

Failure to resolve this debt may result in further actions, including [mention any potential consequences, e.g., reporting to credit bureaus].

We appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]

[Your Title] (if applicable)

[Your Company/Organization] (if applicable)

Enclosure: [List any enclosed documents, if necessary]