

[Your 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 Balance Reminder

I hope this letter finds you well. This is a reminder that your account with us has an outstanding balance of [Amount] due since [Due Date].

We kindly request that you settle this amount by [New Due Date] to avoid any additional fees.

Please consider this a final notice. If you have already made the payment, please disregard this letter. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]