

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

I hope this letter finds you well.

We are writing to inform you that your account with us currently shows an outstanding balance of [Amount Due] as of [Date]. Our records indicate that the payment was due on [Original Due Date].

We understand that oversights can happen, and we are here to assist you in resolving this matter. Please make the payment by [New Due Date] to avoid any additional fees or penalties.

For your convenience, payment can be made via [Payment Methods]. If you've already sent your payment or believe this notice is in error, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]