

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Notice of Outstanding Debt

Dear [Debtor's Name],

We are writing to inform you that your account with us, referenced under account number [Account Number], remains overdue. As of today, the total amount due is [Amount Due], which includes [any applicable fees or interest].

Please make arrangements to remit payment within [number of days, e.g., 30 days] to avoid further action. Payment can be made via [payment methods accepted].

If you have already submitted your payment, please disregard this notice.

If you are experiencing financial difficulties, we encourage you to contact us at [Your Contact Information] to discuss your situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]