

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FVD Notification

Dear [Recipient Name],

We are writing to inform you regarding the FVD (Fixed Variable Debt) associated with your account [Account Number]. Please be advised of the following details:

- ****Account Status****: [Current Status]
- ****Outstanding Balance****: [Amount]
- ****Payment Due Date****: [Date]
- ****Interest Rate****: [Rate]%

We encourage you to review your account and take necessary actions to avoid any late fees or further complications. For assistance, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]