

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Outstanding Debt

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the outstanding debt of [Amount Owed] that remains unpaid as of [Date Due]. This balance is for [Brief Description of Goods or Services Provided]. Despite previous reminders, I have yet to receive payment. It is crucial that this matter is resolved promptly to avoid further action. Please arrange for payment to be made by [Final Deadline for Payment], to avoid any additional fees or legal action.

Payment can be made via [Preferred Payment Method]. Should there be any issues in meeting this deadline, please contact me immediately to discuss this matter further.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]