

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

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

Subject: Written Notice of Debt

Dear [Recipient's Name],

I am writing to formally notify you that, as of [date], you have an outstanding debt of [amount] owed to [your company or your name]. This debt is associated with [brief description of the service or product]. According to our records, the payment was due on [due date], and it remains unpaid despite previous reminders.

Please remit full payment by [final payment date]. Should you fail to respond or settle this debt by the specified date, I may have to consider further action, which could include [briefly outline potential consequences, e.g., additional fees, legal action].

If you have already sent the payment, please disregard this notice. For any questions or clarifications regarding this matter, feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

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