Date: [Insert Date]

To:
[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Subject: Outstanding Debt Balance Statement

Dear [Debtor Name],

This letter serves as an official statement regarding the outstanding balance on your account, [Account Number]. Our records indicate that your account is currently past due.

Account Summary:

- **Original Invoice Date:** [Insert Date]
- **Invoice Number:** [Insert Number]
- **Original Amount:** $[Insert Amount]
- **Total Payments Received:** $[Insert Amount]
- **Current Outstanding Balance:** $[Insert Amount]
- **Due Date:** [Insert Date]

Please remit the total outstanding balance of $[Insert Amount] by [Insert Payment Deadline Date] to avoid further action or late fees. Payments can be made via [Insert Payment Methods, e.g., Bank Transfer, Check, Online Portal].

If you have already sent your payment, please disregard this notice. If you have any questions or would like to discuss a payment plan, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]