

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email]

Subject: PRELIMINARY NOTICE OF OVERDUE PAYMENT

Dear [Debtor Name],

This letter is a formal notice regarding an outstanding balance on your account. According to our records, your payment for the following invoice(s) is now past due:

- **Invoice Number:** [Insert Number]
- **Invoice Date:** [Insert Date]
- **Amount Due:** [Insert Amount]
- **Due Date:** [Insert Date]

We requested payment previously, but as of today, we have not received the funds. We understand that delays can happen; however, we require that this balance be settled immediately to avoid further collection actions.

Please remit payment via [Insert Payment Method, e.g., Bank Transfer, Check, Online Portal] by [Insert Deadline Date].

If you have already sent the payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error regarding this balance, please contact us immediately at [Insert Phone Number] to discuss a resolution.

Failure to respond to this notice may result in your account being referred to a formal debt collection agency or legal counsel.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]