

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

[Date]

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

RE: INITIAL DEFAULT WARNING - OVERDUE ACCOUNT

Account Number: [Account Number]
Total Balance Due: \$[Amount]

Dear [Debtor Name],

This letter serves as a formal warning regarding your overdue account. Our records indicate that your balance of \$[Amount] was due on [Due Date] and remains unpaid.

Please be advised that your account is now in default. To avoid further collection actions or potential impact on your credit rating, we require immediate payment of the full balance.

Payment can be made via the following methods:
[Insert Payment Methods: e.g., Online Portal Link, Bank Transfer Details, or Mailing Address for Checks]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and are unable to pay the full amount at this time, please contact us immediately at [Phone Number] to discuss a payment arrangement.

We look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]