

**Date:** [Insert Date]

**TO:**

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

**FROM:**

[Your Name/Company Name]  
[Your Address]  
[Your Phone Number]

**RE: FORMAL DEMAND FOR PAYMENT - Account # [Insert Account Number]**

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding your overdue balance in the amount of \$[**Insert Amount**]. Our records indicate that your account is now [Insert Number] days past due.

Despite previous notices, we have not received the required payment. Please be advised that if the full balance is not settled within [**Insert Number, e.g., 10**] days from the date of this letter, we will take further action to protect our interests.

**CREDIT BUREAU REPORTING WARNING:**

Failure to resolve this debt immediately may result in this account being reported as "Delinquent" to national credit reporting agencies (such as Equifax, Experian, and TransUnion). A negative report can significantly impact your credit score and your ability to obtain future loans, credit cards, or housing.

To avoid credit reporting and further collection efforts, please submit your payment via [Insert Payment Method, e.g., Check, Online Portal, Wire Transfer].

If you have already sent your payment, please disregard this notice. If you dispute this debt or are experiencing financial hardship, contact us immediately at [Insert Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]