

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

Subject: Notice of Remaining Outstanding Balance - Account #[Account Number]

Dear [Debtor Name],

This letter serves as a formal reminder regarding the remaining outstanding balance on your account. According to our records, despite previous payments or communications, a portion of your debt remains unpaid.

Account Summary:

- Original Balance: \$[Amount]
- Total Payments Received: \$[Amount]
- **Current Outstanding Balance: \$[Amount]**

Please remit the remaining balance of **\$[Amount]** by [Due Date] to bring your account into good standing.

Payment Options:

Payments can be made via [Insert Payment Methods, e.g., Check, Online Portal, Bank Transfer]. Please make checks payable to [Payee Name].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]