

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

**TO:**

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

**Subject: Notice of Outstanding Debt - Account #[Account Number]**

Dear [Contact Person Name or Accounts Payable Department],

This letter is to formally notify you that your account is currently past due. According to our records, the following invoice(s) remain unpaid:

Invoice #[Number] - [Date] - [Amount]  
Invoice #[Number] - [Date] - [Amount]

**Total Amount Owed: \$[Total Amount]**

Please remit payment in full by [Due Date] to avoid further action. Payments can be made via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding this balance, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Signature]  
[Your Title]