

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF OUTSTANDING DEBT - ACCOUNT #[Account Number]

Dear [Debtor Contact Name],

This letter serves as a formal demand for payment regarding the overdue balance on your account with [Your Company Name]. Our records indicate that the total outstanding amount of \$[Amount] is currently past due.

The balance relates to the following unpaid invoices:

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

We request that you remit payment in full by [Due Date]. Payment can be made via [Payment Method, e.g., Bank Transfer, Check, Online Portal].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding these invoices, please contact our accounts department immediately at [Phone Number] or [Email Address] to resolve the matter.

We value our business relationship and look forward to receiving your prompt payment to bring your account back into good standing.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]