

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

[Date]

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

RE: Notice of Total Debt Balance Due

Dear [Recipient Name],

This letter is to formally notify you of the outstanding balance on your account, [Account Number]. According to our records, your payment is now overdue.

The total balance currently due is: **[\$Amount]**

This balance includes the original principal amount plus any applicable interest and late fees as of the date of this letter. We request that you remit the full payment by [Due Date] to bring your account back into good standing.

Payment can be made via [Payment Method: e.g., check, online portal, bank transfer]. Please make checks payable to [Payee Name] and include your account number on the memo line.

If you have already sent your 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 potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]