

Date: [Insert Date]

Property Owner Details:

Name: [Owner Full Name]

Address: [Owner Street Address]

City, State, Zip: [City, State, Zip Code]

Phone: [Owner Phone Number]

Debtor Details:

Name: [Debtor Full Name]

Address: [Debtor Street Address]

City, State, Zip: [City, State, Zip Code]

Account Number: [Reference/Account Number]

Subject: Notice of Outstanding Debt Regarding Property at [Property Address]

Dear [Debtor Name],

This letter serves as a formal notice regarding an outstanding debt owed to [Property Owner Name] in relation to the property located at [Property Address].

As of [Current Date], our records indicate an unpaid balance of \$[Amount Owed]. This balance is due to [Reason for Debt, e.g., Unpaid Rent, Property Damages, Utilities].

Please remit the full payment by [Due Date] to avoid further action. Payments can be made via [Payment Method, e.g., Check, Bank Transfer].

If you have already made this payment, please disregard this notice. If you dispute the amount owed, please provide written documentation within [Number] days.

Sincerely,

[Signature]

[Property Owner Name]