

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

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

RE: NOTICE OF OUTSTANDING DEBT - [Account Number/Invoice Number]

Dear [Debtor Last Name],

This letter serves as a formal notification regarding the outstanding balance on your account in the amount of \$[Amount]. According to our records, this payment was due on [Due Date] and is now [Number] days overdue.

We request that you remit the full payment immediately to bring your account up to date. If you have already sent the payment, please disregard this notice.

If you are unable to pay the full amount at this time, please contact our office at [Phone Number] to discuss potential payment arrangements.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]