

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

[Date]

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

Subject: Notice of Total Outstanding Debt Amount

Dear [Recipient Name],

This letter is a formal notification regarding the outstanding balance on your account, [Account Number].

According to our records, your account is currently past due. The total outstanding debt amount as of [Current Date] is **[\$Amount]**.

This total includes the following breakdown:

- Principal Balance: **[\$Amount]**
- Interest Accrued: **[\$Amount]**
- Late Fees/Penalties: **[\$Amount]**

Please remit the full payment by [Due Date] to avoid further action. Payments can be made via [Payment Method, e.g., check, online portal, or wire transfer].

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 a potential payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]