

<p>
 [Debtor Name]

 [Street Address]

 [City, State, Zip Code]
</p>
<p>[Current Date]</p>
<p>
 RE: Notice of Outstanding Debt

 Account Number: [Account Number]
</p>
<p>Dear [Debtor Name],</p>
<p>This letter serves as a formal notification regarding your outstanding
balance in the amount of \$[Amount Due]. According to our records, this
payment was due on [Due Date].</p>
<p>Please submit the full payment by [Deadline Date] to avoid further
action. You may send your payment to the following address:</p>
<p>
 [Your Company/Name]

 [Payment Mailing Address]

 [City, State, Zip Code]
</p>
<p>If you have already sent your payment, please disregard this notice.
If you have any questions, please contact us at [Phone Number] or [Email
Address].</p>
<p>Sincerely,</p>
<p>
 [Your Signature]

 [Your Printed Name]

 [Your Title]
</p>