

[Date]

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

RE: Notice of Outstanding Debt - Account #[Account Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance on your account in the amount of \$[Amount]. Our records indicate that this balance is now [Number] days past due.

We request that you remit payment in full by [Due Date] to avoid further collection actions. Payments can be made via [Payment Method/Website].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

The Debt Recovery Department
[Company Name]