

[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: [Account Number]

Dear [Debtor Name],

This letter is to inform you that your account is currently past due. According to our records, you have an outstanding balance of \$[Amount Owed] which was due on [Original Due Date].

Please remit payment in full by [Date] to avoid further collection action. Payment can be made via [Payment Method/Link].

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice that you dispute the debt or any portion thereof, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Signature]