

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

Subject: Statement of Unresolved and Outstanding Debt Balance

Dear [Debtor Name],

This letter serves as a formal statement regarding the unresolved and outstanding debt balance currently owed to [Your Name or Company Name].

Our records indicate that despite previous notifications, the following balance remains unpaid:

- **Account Number:** [Insert Account Number]
- **Original Invoice Date:** [Insert Date]
- **Original Amount:** \$[Insert Amount]
- **Late Fees/Interest:** \$[Insert Amount]
- **Total Outstanding Balance:** \$[Insert Total Amount]

The total amount of **\$[Insert Total Amount]** is now [Number of Days] days past due. We have yet to receive a payment or a formal proposal for a payment plan to resolve this matter.

Please remit the full payment by [Insert Deadline Date] to avoid further action. Payments can be made via [Insert Payment Method, e.g., Check, Bank Transfer, Online Portal].

If you have already sent the payment, please disregard this notice. If there is a dispute regarding this balance, please contact us immediately at [Insert Phone Number] or [Insert Email Address] to provide documentation.

We look forward to your prompt attention to this unresolved matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]