

Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Subject: Statement of Total Outstanding Debt Balance

Dear [Debtor Name],

This letter serves as an official statement of your total outstanding debt balance owed to [Creditor Name] as of [Current Date].

Below is the detailed breakdown of your account:

- **Account Number:** [Insert Account Number]
- **Original Principal Amount:** \$[Amount]
- **Accumulated Interest:** \$[Amount]
- **Late Fees/Penalties:** \$[Amount]
- **Payments Received to Date:** \$[Amount]

TOTAL OUTSTANDING BALANCE: \$[Total Amount]

Please note that interest may continue to accrue on this balance according to the terms of your agreement. To prevent further charges, please remit the full payment by [Due Date].

Payment can be made via [Insert Payment Method, e.g., Check, Bank Transfer, Online Portal].

If you have any questions regarding this statement or believe there is an error in these calculations, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Signature]
[Your Title]
[Company Name]