

Pre-Legal Debt Collection Notice

Date: [Insert Date]

From: [Your Company Name]

Address: [Your Company Address]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We are writing to inform you that your account with us reflects an outstanding balance of [Insert Amount] due as of [Insert Due Date]. Despite previous reminders, this amount remains unpaid.

As per our records, the details of your account are as follows:

- Account Number: [Insert Account Number]
- Original Amount Due: [Insert Original Amount]
- Date of Last Payment: [Insert Last Payment Date]

Please be advised that if this balance is not paid by [Insert Final Payment Date], we may have no choice but to escalate this matter to legal proceedings, which could incur additional costs and affect your credit rating.

To avoid this outcome, please remit payment by the specified date or contact us to discuss your payment options.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: [Your Contact Number]

Email: [Your Email Address]