

# Notification to Creditor

Date: [Insert Date]

To:

[Creditor's Name]

[Creditor's Address]

Dear [Creditor's Name],

We are writing to inform you that we have contacted you regarding the outstanding amount of [Amount Due] on account number [Account Number]. We appreciate your attention to this matter.

If you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]