

Debt Recovery Follow-Up Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Subject: Follow-Up on Outstanding Debt

Dear [Debtor's Name],

I hope this message finds you well. This letter serves as a follow-up regarding the outstanding debt of [Amount Owed], which was due on [Due Date]. Despite our previous communications, we have yet to receive payment.

We understand that unforeseen circumstances can occur. If you are experiencing difficulties, please let us know, and we can discuss potential repayment arrangements.

We kindly request that you settle this debt by [New Deadline]. Failure to do so may result in further actions, including but not limited to legal proceedings.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]