

Debt Recovery Action Notice

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Dear [Debtor's Name],

RE: Outstanding Debt - [Account Number]

This letter serves as a formal notice regarding the outstanding debt of [amount owed] on your account, which has been due since [due date]. Despite previous communications, the balance remains unpaid.

Please be advised that if payment is not received within [number of days, e.g., 14 days] from the date of this notice, we may consider further action to recover the debt, which may include legal proceedings.

We encourage you to contact us at your earliest convenience to discuss this matter and propose a satisfactory solution.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]