

# Collection Notice

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This letter is to inform you that your account with us is currently past due. As of [Insert Due Date], the amount of [Insert Amount] remains unpaid.

We request that you remit payment within [Insert Number of Days] days to avoid further action. If you have already sent your payment, please disregard this notice.

Payment can be made via [Insert Payment Methods]. If you have any questions regarding your account, please contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Contact Information]