

Debt Repayment Ultimatum

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

To: [Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

I hope this message finds you well. I am writing to formally address the outstanding debt of [Amount] that you owe me, which was due on [Due Date]. Despite our previous conversations and attempts at resolution, I have yet to receive payment.

This letter serves as an ultimatum for the repayment of the amount due. You are requested to make the payment by [Final Deadline Date]. If I do not receive the full payment by this date, I will be compelled to take further action, which may include initiating legal proceedings.

It is my hope that we can resolve this matter amicably. Please reach out to me at your earliest convenience to discuss this further. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]