

Debt Repayment Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding debt of [insert amount] that was due on [insert due date]. As of today, the payment has not been received.

We understand that unexpected circumstances can arise, and we are willing to work with you to find a suitable arrangement for repayment. Please let us know your current situation and if there is a timeline we can agree upon for the payment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]