

# Debt Collection Notice

Date: [Insert Date]

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

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

Dear [Debtor's Name],

Subject: Formal Notice of Debt Collection

This letter is to formally notify you of the outstanding debt you have with [Company Name] in the amount of \$[Amount Owed]. The debt was due on [Due Date] and has not been settled as of the date of this notice.

Please remit payment within [Number of Days] days to avoid further collection actions. Payment can be made via [Insert Payment Methods]. If you are unable to pay the full amount by the due date, we encourage you to contact our office at [Your Phone Number] to discuss potential payment arrangements.

Failure to respond to this notice may result in additional collection efforts, including legal action if necessary.

Thank you for your immediate attention to this matter.

Sincerely,

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