

Debt Notification Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. This letter serves as an initial notification regarding an outstanding balance on your account with us. As of [Insert Date], our records indicate that your account is currently [Insert Amount Overdue].

The details of the outstanding invoice are as follows:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Invoice Date]
- Due Date: [Insert Due Date]

We kindly ask that you review your records and arrange for payment at your earliest convenience. If you have already made this payment or believe this notice to be in error, please contact us immediately to rectify the matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]