

Initial Debt Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification regarding outstanding invoices that remain unpaid on your account with us. As of today, the following invoice(s) are overdue:

- Invoice Number: [XXXX] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [YYYY] - Amount: [Amount] - Due Date: [Due Date]

Total Outstanding Amount: [Total Amount]

We kindly request that payment be made within [X] days to avoid any late fees or disruption of services. Payment can be made via [insert payment methods]. If you have already sent payment, please disregard this notice.

If you have any questions or concerns regarding this matter, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]