

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

## **Subject: Initial Debt Notification for Overdue Payment**

Dear [Debtor's Name],

This letter serves as an initial notification regarding the overdue payment for your account with us. Our records indicate that the amount of [Amount Due] was due on [Due Date] and has not been received to date.

We kindly request that you remit payment at your earliest convenience. If you have already made this payment, please disregard this notice. However, if you are experiencing financial difficulties, we encourage you to contact us to discuss potential arrangements.

Payment can be made via [Payment Methods], and please reference your account number [Account Number] when making the payment.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]