

Initial Debt Notification

Date: [Insert Date]

From: [Your Company Name]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We hope this message finds you well. We are writing to inform you that your account with us has an outstanding balance of [Insert Amount Due], which was due on [Insert Due Date].

To avoid further action, we encourage you to take immediate steps to settle your account. Below are the payment options available:

- Option 1: Pay the full amount by credit/debit card via our website at [Insert Website Link].
- Option 2: Set up a payment plan by contacting our office at [Insert Phone Number].
- Option 3: Send a check to [Insert Mailing Address]. Please ensure it is received by [Insert Deadline].

If you have already sent your payment or believe this notice is in error, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter. We look forward to resolving this promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]