

Initial Debt Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Initial Debt Notification

Dear [Debtor's Name],

This letter serves as an initial notification regarding the outstanding debt of **[\$Amount]** that you currently owe to **[Your Company Name]**. The due date for this payment was on **[Due Date]**, and we have not yet received the payment.

Please make the payment in full by **[Final Payment Date]** to avoid further action. Payment can be made via **[Payment Methods]**.

If you are facing financial difficulties, we encourage you to contact us to discuss possible payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]