

# Escalation Notice

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Subject: Escalation Notice Regarding Unresolved Debt

Dear [Debtor's Name],

We are writing to inform you that despite our previous communications regarding your outstanding balance of [Amount] which was due on [Due Date], the debt remains unresolved. Our records indicate that we have made several attempts to contact you to discuss this matter, but unfortunately, we have not received a satisfactory response.

As a result, we regret to inform you that we are escalating this matter to [Next Steps: e.g., collections agency, legal action, etc.], effective [Effective Date]. We would like to give you one final opportunity to settle this debt before proceeding further.

Please make the payment of [Amount] by [Final Payment Deadline] to avoid escalation. You can reach us at [Contact Information] to discuss this matter or to make arrangements for your payment.

We hope to resolve this issue amicably and appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]