

# Debt Issue Notification

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Notification of Debt Issue

Dear [Debtor's Name],

This letter serves as a formal notification regarding an outstanding debt issue associated with your account. As of [Insert Date], the total amount due is [Insert Amount]. Please be advised that this matter is currently under investigation.

We are committed to resolving this issue promptly and will update you within [Insert Time Frame] as further information becomes available. In the meantime, we request that you refrain from making any payments until the investigation is complete.

Your cooperation in this matter is greatly appreciated. Should you have any questions or require additional information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]