

# Debt Administrative Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with an update regarding your account with us, which currently has overdue balances. As of [Insert Date], the total amount outstanding is [Insert Amount].

Please find the details of your overdue balances below:

- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount] - Due Date: [Insert Due Date]
- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount] - Due Date: [Insert Due Date]
- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount] - Due Date: [Insert Due Date]

We kindly ask you to settle these overdue balances by [Insert New Due Date] to avoid any additional fees or further actions.

If you have already made a payment or if there are any discrepancies, please contact us immediately to rectify the issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]