

Dear [Debtor's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your account status with us.

As of [Date], your account balance stands at [Account Balance]. Please note that your payment due date is [Due Date].

We appreciate your attention to this matter. If you have any questions or wish to discuss your account further, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]