

Debt Distress Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an important update regarding your current debt status with [Company/Organization Name]. Our records indicate that your outstanding balance is [Insert Amount], and it has been overdue for [Insert Duration].

It is essential to address this matter promptly to avoid any further complications. As of [Insert Current Date], the total amount due, including interest and fees, is [Insert Total Amount].

We encourage you to contact us at your earliest convenience to discuss your debt situation. Our team is available to assist you in exploring potential options for repayment and to mitigate any distress this may have caused.

Thank you for your attention to this urgent matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]