

Debt Follow-Up Inquiry

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We hope this message finds you well. We are writing to follow up on the outstanding debt of [amount] that is currently due on [due date]. Our records indicate that this amount has not yet been settled.

We would like to inquire about your current situation regarding the payment and if you require any assistance in resolving this matter. Please let us know your intentions regarding this debt.

If you have already made the payment or if there are any discrepancies, we kindly ask you to provide us with the relevant details.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]