

Outstanding Debt Awareness Letter

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

We are reaching out to inform you of an outstanding debt that remains unpaid on your account with [Company Name]. As of today, the total amount due is [Amount Due]. This debt was originally incurred on [Date Incurred] and was due for payment on [Due Date].

We understand that circumstances can sometimes make it difficult to keep up with payments. If you are experiencing financial hardship, we encourage you to contact us so we can discuss possible payment arrangements.

We kindly request that you address this matter promptly to avoid any additional interest charges or collection actions. Please make your payment by [Final Payment Date] to prevent further escalation.

You can reach our office at [Phone Number] or via email at [Email Address] for any inquiries or to discuss this account.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]