

# Initial Debt Recovery Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Debtor's Name]  
[Debtor's Address]  
[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Initial Debt Recovery Request

We are writing to formally notify you that your account with us, associated with invoice number [Invoice Number], remains unpaid as of [Due Date]. The outstanding balance amounts to [Amount Due].

We kindly request that you remit payment in full by [Payment Deadline]. If you have already sent your payment, please disregard this letter. Otherwise, we urge you to contact us as soon as possible to discuss your account.

Failure to resolve this matter may result in further action, which may include the involvement of a collections agency.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]  
[Company Address]  
[Company Phone Number]