

# Notification of Debt Collection

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We are writing to inform you that your account with us has an outstanding balance of [Insert Amount] which has been overdue since [Insert Due Date]. Despite previous reminders, we have not yet received payment.

Please be advised that if the balance is not paid within [Insert Number] days from the date of this letter, we may take further actions, which could include turning your account over to a collection agency or pursuing legal action.

We urge you to contact us at [Insert Phone Number] or [Insert Email Address] to discuss this matter or to arrange payment. We are willing to work with you to resolve this situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Company Phone Number]