

Urgent Debt Collection Reminder

Date: [Insert Date]

From: [Your Company Name]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We hope this message finds you well. This is a friendly reminder that your account with us is currently overdue. As of today, your outstanding balance of [Insert Amount] is [Number of Days Overdue] days past the due date of [Insert Due Date].

Please be advised that it is urgent to settle this account to avoid any further actions. We kindly request that you remit payment within [Number of Days] days from the date of this letter.

Payment can be made via [Insert Payment Methods]. Should you have any questions regarding this matter, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]