Assertive Collection Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Debtor Company Name]

[Debtor Company Address]

[City, State, Zip Code]

Dear [Debtor Contact Name],

We are writing to formally notify you of your outstanding debt with our company, totaling [insert amount] due as of [insert due date]. Despite previous reminders, this payment remains overdue.

It is imperative that this matter is addressed promptly. Please remit the full payment by [insert new deadline] to avoid administrative fees and further collection actions.

We believe this matter can be resolved swiftly, and we encourage you to contact us if there are any issues regarding the payment process. We are available at [insert phone number] or [insert email address].

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]