

Debt Collection Letter

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to remind you that your account with us has an outstanding balance of [**Amount Due**], which was due on [**Due Date**].

We understand that oversights happen, and we would greatly appreciate your prompt attention to this matter. Please make the payment by [**New Due Date**] to avoid any late fees or further action.

If you have already sent your payment, please disregard this letter. Otherwise, feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions regarding your account.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]