

# Formal Debt Collection Notice

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

We are writing to notify you that your account with us is past due. As of [Insert Due Date], your balance is [Insert Amount Due]. Despite previous reminders, this balance remains unpaid.

Please consider this a formal notice for the collection of the debt. We request that payment be made within [Insert Time Frame, e.g., 30 days] from the date of this letter to avoid further actions, which may include additional fees or legal action.

For your convenience, payment can be made via [insert payment methods]. Should you have any questions or wish to discuss this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]