

Debt Collection Notice

Date: [Insert date]

To: [Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Dear [Debtor's Name],

This letter serves as a formal notice regarding your outstanding debt with [Your Company Name]. As of [Insert Date], your account shows an outstanding balance of [Insert Amount].

Details of the debt:

- Invoice Number: [Insert Invoice Number]
- Original Amount: [Insert Original Amount]
- Payments Made: [Insert Payments Made]
- Current Balance: [Insert Current Balance]

Please be advised that if payment is not received within [Insert Number of Days] days, further collection actions may be taken. We encourage you to remit payment by [Insert Due Date] to avoid additional fees.

If you have any questions regarding this notice, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]