

Collections Notice

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

Dear [Debtor's Name],

We are following up regarding your outstanding balance of [Insert Amount] that was due on [Insert Due Date]. Despite our previous communications, we have yet to receive payment.

It is important to address this matter promptly. We understand that circumstances can sometimes make it difficult to make timely payments, and we are here to work with you.

Please contact us at your earliest convenience to discuss your account and explore potential payment arrangements. You can reach us at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]