

# Escalation Notice for Unresolved Commercial Debts

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Urgent Escalation Notice for Outstanding Payment

I hope this message finds you well. We are writing to formally escalate our previous communications regarding the outstanding debt owed by [Company Name or Recipient's Company]. Despite our multiple reminders and attempts to resolve this matter amicably, the balance of [insert amount] remains unpaid as of the date of this letter.

This debt was originally due on [insert due date], and we understand that certain circumstances may have contributed to the delay. However, it has become essential for us to address this issue as it significantly impacts our operations.

We kindly ask your immediate attention to this matter to avoid any further escalation. Please remit payment by [insert new deadline] to resolve this issue promptly. If you have already processed the payment, please disregard this notice and contact us at [insert contact information] for confirmation.

Thank you for your immediate attention to this matter, and we look forward to your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Email Address]  
[Your Phone Number]