

Collection Notice

Date: [Insert Date]

From: [Your Company Name]

To: [Debtor's Name]

[Debtor's Address]

Dear [Debtor's Name],

We hope this letter finds you well. Our records indicate that your account with us is currently overdue in the amount of \$[Insert Amount]. This payment was due on [Insert Due Date].

We kindly request that you remit payment by [Insert New Due Date] to avoid further collection efforts. Please find the account details below:

- Account Number: [Insert Account Number]
- Outstanding Amount: \$[Insert Amount]

If you have already sent your payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter. If you are facing financial difficulties, please contact us to discuss possible payment arrangements.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]