

Follow-Up on Debt Status

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the outstanding debt referenced in our previous correspondence dated [Insert Previous Correspondence Date]. As per our records, the statute of limitations for this debt is approaching its expiration. Therefore, I wanted to clarify our position and discuss the next steps.

Please provide an update regarding your intentions concerning this matter. Your prompt response would be greatly appreciated, ensuring we remain compliant with the necessary legal guidelines related to the debt.

If you have any questions or require additional information, feel free to reach out to me directly at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]