

# Escalation Letter for Unresolved Supplier Debts

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

City, State, Zip Code: [Insert City, State, Zip]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally escalate the ongoing issue regarding the unresolved debts that our company, [Your Company Name], has with your esteemed organization.

As per our records, the total outstanding amount is [Insert Amount], which was due on [Insert Due Date]. Despite our previous communications dated [insert dates of previous communications], this issue remains unresolved.

We value our business relationship, and it is crucial for us to settle this matter promptly to maintain smooth operations. We kindly ask for your immediate attention to this matter and a response by [Insert Deadline Date].

If we do not receive a satisfactory response by the specified date, we may have to consider further actions as per our agreement.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]