

Urgent Debt Collection Notice

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This letter serves as an urgent notice regarding your outstanding debt of [Insert Amount] owed to [Creditor's Name]. As of today, this debt remains unpaid, and immediate action is required to resolve this matter.

Please be advised that if we do not receive payment or a response from you by [Insert Due Date], we may be forced to take further actions, which could include legal proceedings.

To avoid any additional charges or legal actions, please remit payment to the address listed below or contact us at [Contact Information] to discuss your account.

Payment Address:

[Creditor's Payment Address]

We appreciate your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]