

# Urgent Debt Recovery Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Urgent Request for Debt Recovery

I am writing to formally request the immediate repayment of the outstanding debt amounting to [insert amount] that was due on [insert due date]. Despite previous communications regarding this matter, the payment has not been received.

As a valued client, I urge you to treat this matter with the utmost urgency and resolve it by making the necessary payment by [insert final deadline]. Failure to do so may result in further actions to recover the owed amount.

Please contact me immediately at [your phone number] or [your email] to discuss this matter and confirm the payment arrangements.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]