

Debt Collection Letter PDF

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

Subject: Final Notice Before Legal Action

This letter serves as a final notice regarding your overdue balance with [Your Company Name]. Despite previous reminders, your account shows an outstanding debt of \$[amount].

Debt details are as follows:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]

We urge you to settle this debt by [Payment Deadline]. Failure to do so will result in legal actions, which may include additional costs for you. Please contact us

immediately at [Phone Number] or [Email Address] to discuss payment arrangements.

We hope to avoid escalating this matter further and trust that you will take the necessary steps to resolve it promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]