

Debt Collection Letter Sample

[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: Outstanding Debt Notification

I hope this letter finds you well. I am writing to inform you of an outstanding debt that is currently overdue. According to our records, you have an unpaid balance of \$[amount] on your account with [Your Company Name].

Details of the debt are as follows:

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

We understand that oversights can happen, and we would like to resolve this matter promptly. Please arrange payment by [Payment Deadline] to avoid further actions. You can make the payment through [Payment Methods].

If you have already made this payment or if you have any questions regarding this debt, please contact our office at [Phone Number] or [Email Address].

We appreciate your immediate attention to this matter and look forward to your prompt payment.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]