

# Free Debt Collection Letter Template

[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: Reminder of Outstanding Payment**

This letter is to remind you of your outstanding balance of \$[amount] with [Your Company Name]. The details of your debt are as follows:

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

Please make the payment by [Payment Deadline] to avoid any late fees or additional charges. We offer several payment methods for your convenience, including [Payment Methods].



**If you have already settled this debt, please disregard this letter. Should you have any questions or need assistance, feel free to contact us at [Phone Number] or [Email Address].**

**Thank you for your prompt attention to this matter.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**