**Personal Debt Letter**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date]

[Recipient's Name]  
[Address]  
[City, State, ZIP Code]

**Subject: Request for Payment of Debt**

Dear [Recipient's Name],

I am writing to remind you of the outstanding amount of [insert amount] that remains unpaid. This debt relates to [briefly explain the purpose of the loan, e.g., a personal loan given on [date]].

As agreed upon, the repayment was due on [insert date]. However, I have not received any payment or communication regarding this matter. To avoid further action, I kindly request that the payment be made promptly.

**For your convenience, please find the repayment details below:**

* **Total Amount Due:** [insert amount]
* **Payment Method:** [e.g., bank transfer, check]
* **Deadline for Payment:** [insert date]

If you are experiencing financial difficulties, I am open to discussing a payment arrangement. Please contact me at [insert phone number or email] to discuss further.

Thank you for your prompt attention to this matter.

**Sincerely,  
[Your Full Name]**