

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]