

# Bank Collection Letter

Subject: Collection Notice - Outstanding Debt

Dear [Recipient's Name],

We hope this letter finds you well. This communication serves as a formal notice regarding an outstanding debt you owe to [Your Company Name]. Our records indicate that as of [Date of Debt], your account has an outstanding balance of [Amount Owed], which has remained unpaid despite our previous reminders.

Please be advised that it is our duty to recover the unpaid amount on behalf of [Your Company Name]. We understand that financial difficulties can arise, and we are willing to assist you in resolving this matter promptly and amicably. We kindly request your immediate attention to this issue in order to avoid any further collection actions.

Below are the details of the debt:

Account Number: [Account Number]

Original Amount: [Original Amount]

Date of Debt: [Date of Debt]

Current Outstanding Balance: [Amount Owed]

We urge you to take immediate action by submitting the full payment of [Amount Owed] within [Number of Days] days of receiving this letter. You can make the payment by using one of the following methods:

1. Online Payment: Visit our website at [Website URL] and log in to your account to make a secure online payment using your preferred payment method.
2. Mail-in Payment: Send a certified check or money order payable to "[Your Company Name]" to the following address: [Your Company Name], [Mailing Address]. Please mention your account number on the payment to ensure accurate processing.

If you believe that there has been an error or discrepancy regarding this debt, please notify us immediately at [Contact Phone Number] or [Contact Email Address]. We will investigate the matter

promptly and provide you with a response within [Number of Days] days.

It is essential to understand that if we do not receive payment or hear from you within the specified timeframe, we may have no choice but to escalate the collection process, which could result in legal actions, additional fees, and potential damage to your credit score.

We strongly encourage you to take this matter seriously and resolve the outstanding debt promptly.

Should you require any clarification or further assistance, please do not hesitate to contact our dedicated customer service team at [Contact Phone Number] or [Contact Email Address]. We are available to address any concerns you may have.

We value your business and hope to resolve this matter in a satisfactory manner. We appreciate your immediate attention and cooperation regarding this collection notice.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]