Debt Collection Letter on Behalf of Client

Subject: Debt Recovery Notice

Dear [Debtorâ€™s Name],

We are writing on behalf of [Client Company Name] regarding an outstanding debt of [Amount] related to Invoice No. [Invoice Number]. Despite previous notifications, the balance remains unpaid.

Please consider this letter a formal demand for payment. Failure to settle this debt within [Number] days may result in legal proceedings or referral to a collection agency.

If you have already paid, kindly provide proof of payment. Otherwise, remit the balance to [Payment Information] immediately.

Respectfully,

[Collection Agency Name]

[Representative Name]