

Debt Collection Demand Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Re: Outstanding Debt Notice

Dear [Debtor's Name],

I hope this letter finds you well. We are writing to address an important matter regarding the outstanding debt you owe to [Your Company Name]. Despite our previous attempts to resolve this matter amicably, we have yet to receive payment for the debt in the amount of [Total Debt Amount] which is past due.

Details of the debt are as follows:

- Account Number: [Account Number]
- Original Amount: [Original Debt Amount]
- Current Outstanding Balance: [Current Outstanding Balance]
- Date of Default: [Date of Default]

We understand that circumstances can sometimes cause delays in meeting financial obligations. Our aim is to work together to find a suitable resolution to this matter. To facilitate this, we kindly request that you make the necessary payment or contact our office within [Number of Days, e.g., 10 days] of receiving this letter. This will allow us to explore potential options for repayment or a mutually agreeable arrangement.

If you have already taken action to settle this debt, please accept our apologies for any inconvenience. In such a case, we kindly ask you to provide us with the relevant details and documentation so that we can update our records accordingly.

Should we not receive payment or hear from you within the specified time frame, we may have no choice but to escalate this matter further, which could include legal action or reporting the debt to credit bureaus. We sincerely hope to avoid such measures and strongly encourage you to take immediate action to address this issue.

To discuss this matter further, arrange payment, or request additional information, please contact our dedicated collections team at [Collections Department Phone Number] or [Collections Department Email Address].

We remain committed to resolving this matter in a fair and timely manner. Thank you for your prompt attention to this issue.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]