

## Polite initial request for payment

Dear [Debtor Name],

We are writing to inform you that your account [Account Number] shows an outstanding balance of [Amount Owed] as of [Due Date]. We understand that oversights happen and would appreciate your attention to this matter.

Kindly arrange payment within [Number of Days] days or contact us if you have any questions regarding the invoice.

Thank you for your cooperation,

[Your Name]

[Company Name]

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