

# Debt Collection Letter

Re: Debt Collection Notice

Dear [Debtor's Name],

We are writing to you regarding an outstanding debt owed to [Your Company Name]. Our records indicate that as of the date of this letter, the total amount due is [Amount Owed], which is inclusive of any applicable interest and fees.

It is important for you to acknowledge that this debt remains unpaid, and we have made multiple attempts to contact you in order to resolve this matter. Unfortunately, despite our previous correspondence, we have not received any response or payment from you.

We want to extend an opportunity for you to address this debt and settle it promptly. We understand that unforeseen circumstances may have led to your current financial situation, and we are willing to work with you to find a mutually agreeable solution. We encourage you to contact our office as soon as possible to discuss the available options for resolving this debt.

Please be aware that if we do not receive payment or hear from you within [Timeframe, e.g., 14 days] from the date of this letter, we may have no choice but to take further legal action to recover the debt. This may include pursuing a lawsuit or engaging the services of a collection agency. Such actions could have a negative impact on your credit score and result in additional costs and expenses.

To avoid any potential escalation, we strongly urge you to act promptly. You can contact our office by phone at [Your Contact Number] or by email at [Your Email Address]. Our office hours are [Office Hours].

In the event that you have already settled this debt or believe that an error has occurred, please provide us with supporting documentation or proof of payment. We will review the information you provide and take appropriate action to resolve any discrepancies.

We take the matter of debt collection seriously, and we hope to resolve this issue amicably. We look forward to hearing from you and finding a satisfactory resolution to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]