Debt Collection Letter

Date

From:

To:

Subject Demand for Payment of Outstanding Debt

Dear ,

This letter serves as a formal demand for payment of an outstanding debt owed to the Creditor. According to our records, the payment described below remains unpaid despite its due date.

Account Information	Details
Account or Invoice Number	
Original Due Date	
Original Amount Due	
Payments Received	
Outstanding Balance	
Interest or Late Fees (if applicable)	
Total Amount Currently Due	

The above amount became due on the stated due date and remains unpaid. If you believe you have already made this payment or that the amount stated is inaccurate, please contact the Creditor promptly so the matter may be reviewed and resolved.

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The Creditor requests that the full outstanding balance of _____ be paid no later than _____.

Payment may be made using the following method:

_____

If you are unable to pay the full amount by the payment deadline, you are encouraged to contact the Creditor before that date to discuss whether an alternative payment arrangement may be available. Any payment arrangement will only become effective if accepted by the Creditor in writing.

If payment is not received by the stated deadline and no mutually acceptable arrangement has been reached, the Creditor may consider pursuing any lawful remedies available to recover the outstanding amount. Such action may include referring the matter to a collection agency or commencing legal proceedings where permitted by applicable law. This letter is intended to provide an opportunity to resolve the matter before further recovery efforts are considered.

Nothing in this letter shall be interpreted as a waiver of any rights or remedies available to the Creditor regarding the outstanding debt. Acceptance of a partial payment shall not constitute satisfaction of the full debt unless the Creditor expressly agrees otherwise in writing.

If you have questions regarding this matter or require clarification concerning the outstanding balance, please contact the Creditor using the contact information provided above.

The Creditor appreciates your prompt attention to this matter and looks forward to resolving the outstanding balance without the need for additional recovery measures.

Sincerely,

Creditor

Name _____

Date _____

Signature

_____

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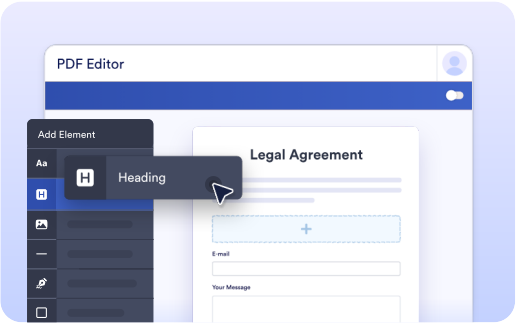
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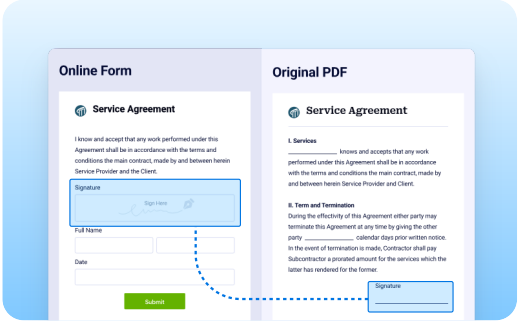
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