[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: Debt Collection Reminder**

Dear Mr. / Mrs. [Name of the Recipient],

As per our financial statements, your account with our company is past due. As of now, an amount of [mention Amount] is still pending to be paid and is already [mention Number of Days] days past due. Following are the details of the said amount:

Invoice Number:

Date:

Amount:

Description of Products/Services:

Please find attached to this letter a copy of your account statement. If you have already paid the said amount then please send us a rectification statement so that we update our records.

However, if the amount is actually pending to be paid, then please make sure to clear the outstanding dues as soon as possible. Feel free to contact us for any details or information.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]