

NOTICE OF UNPAID OBLIGATIONS

DATE: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

RE: Notice of Formal Demand for Payment - Account/Invoice #[Insert Number]

Dear [Debtor Name],

This letter serves as a formal legal notice regarding your unpaid obligations to [Your Name/Company Name]. As of the date of this letter, your account is past due in the total amount of **#[Insert Total Amount]**.

The balance is comprised of the following:

- Principal Amount: **#[Insert Amount]**
- Interest/Late Fees: **#[Insert Amount]**
- Total Due: **#[Insert Total Amount]**

Despite previous notifications, we have not received the required payment. This is a formal demand that the full balance be paid within [Insert Number, e.g., 10] days of the date of this letter.

Please remit payment via [Insert Payment Method, e.g., Check, Bank Transfer, Online Portal].

Failure to settle this debt or contact our office to arrange a payment plan by [Insert Deadline Date] will result in further legal action to recover the debt. This may include, but is not limited to, filing a lawsuit, reporting the delinquency to credit bureaus, or referring this matter to a collection agency. You may also be held liable for additional court costs and attorney fees.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]