

Date: [Current Date]

To: [Debtor Name]

Address: [Debtor Address]

Account Number: [Account ID/Reference Number]

NOTICE OF DELINQUENT OUTSTANDING BALANCE

Dear [Debtor Name],

This letter serves as a formal notification that your account is currently delinquent. According to our records, your balance is past due and remains unpaid despite previous reminders.

Account Summary:

- **Total Outstanding Balance:** [Amount]
- **Original Due Date:** [Date]
- **Days Past Due:** [Number] Days

To bring your account back into good standing, please submit the full payment of [Amount] by [Deadline Date].

Payment Options:

[List payment methods here, e.g., Bank Transfer, Online Portal, or Check]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number] or [Email Address].

Failure to settle this balance or contact us by the deadline may result in further collection actions or the suspension of services.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]