

Notice to Debtor for Recovery of Business Debt

To:

Debtor's Name: _____

Debtor's Address: _____

Date: _____

Subject: Notice of Outstanding Business Debt and Demand for Payment

This is to inform you that, as of the date above, a sum remains outstanding on your account with us as detailed below. We kindly request that you settle this debt within 14 days from the date of this notice to avoid further actions.

Invoice/Reference No. _____

Invoice Date _____

Outstanding Amount _____

Description _____

Please arrange payment of the outstanding amount to the account provided on our invoice. If you have already made this payment, disregard this notice. Otherwise, please contact us immediately should you need to discuss, or if you have any queries.

If payment is not received within the stipulated period, we reserve the right to initiate further actions to recover the amount.

Yours sincerely,

Authorized Person _____

Business Name: _____

Contact: _____