Formal Debt Collection Letter

Subject: Payment Reminder for Overdue Invoice

Dear [Client Name],

We hope this message finds you well. Our records indicate that Invoice [Invoice Number], dated [Invoice Date], remains unpaid with an outstanding balance of [Amount].

We kindly request that payment be made within the next [X] days to avoid late fees and further collection actions. Your prompt attention to this matter is greatly appreciated.

If payment has already been made, please disregard this notice. Otherwise, we encourage you to contact our accounts department at [Contact Information] to resolve any issues.

Sincerely,

[Your Name]

[Position]

[Company Name]