

Debt Collection Letter

From,
GHJ,
ABC Bank,
EFG Bank.
MNOP
DD/MM/YYYY

To,
IJKL
00 XYZ Street,

Subject: Reminder of payment due

I am writing this letter on behalf of ABC Bank regarding your debt. We are writing to inform you about the debt payment to be made at your end before its due date. Your due amount before the date ends is ----- (amount that needs to be paid) and date (DD/MM/YYYY). Since, no payment was made, the amount is now considered overdue and we request you to make the payment on or before DD/MM/YYYY.

Being our privileged customer it is our duty to inform you that if the payment is not made on time, then there are legal actions that can be taken against you. So, it would be better to avoid any such situation and make the payment before the due date.

If there is any clarification you need in case of the payment to be made, then feel free to contact us anytime. Please find attached a copy of the contract or the details of the invoice. Our contact details have been included as well.

Thanking you,

Yours Sincerely'

POLK

Finance Manager, ABC Bank