



## Business Debt Collection Demand Letter

September 10, 2050

Ronaldo Glynn

456 Elm Street

Anchorage, AK 99501

**Subject: Demand for Payment of Outstanding Debt**

Dear Ronaldo Glynn,

I hope you are doing well. I wanted to let you know about an outstanding debt owed to **[Your Company Name]**, for \$2,500.00. This amount is a result of services rendered on August 1, 2050. Despite previous reminders and our attempts to resolve this matter amicably, we have not yet received payment. As of today, the following details apply to your account:

- **Invoice Number:** 78910
- **Invoice Date:** August 1, 2050
- **Due Date:** August 15, 2050
- **Current Amount Due:** \$2,500.00

Please be advised that this amount is now past due, and we kindly request that payment be made by October 5, 2050, to avoid further actions.

You can make your payment via check, bank transfer, or credit card. Please include your invoice number with your payment to ensure proper credit to your account.

If you have already sent your payment or believe this letter is in error, please contact me directly at **[Your Phone Number]** or **[Your Email]** so that we may resolve this issue promptly.

Should you fail to respond or remit payment by the stated deadline, we may be forced to take further actions, including but not limited to seeking collection through legal means. We hope to avoid such actions and resolve this matter swiftly.

Thank you for your immediate attention to this important matter. We look forward to your prompt response.

Sincerely,

*Signature*

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**R Bogdan**



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