Dear Sirs, {{Name}},

                                                We are writing to you due to the lack of response to the various communications and claims sent regarding the overdue debt you have with (Your Company name) as a result of your business relationship with our company. The outstanding amount, excluding interest (\*), is {{DebtLetter}} dollars in Business Unit {{Business}}, as detailed below:

{{Account}}                           {{Name}}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Document | Unit | Class | Doc. date | Due date | Amount |

                                                                           Total: {{Debt}} (\*)

(\*) The claimed capital should be increased by the corresponding interest from the due date of each document until the date of actual payment, according to the interest rate stated in each document, which you have in your possession.

In order to avoid disrupting our business relationship, we demand that you make payment of the aforementioned debt plus the corresponding interest within 48 hours from the date of receiving this letter, under penalty of taking legal action to collect the debt.

Please contact our Debt Management Department at (Your Company email) / phone: xxxxxxxxxx to regularize this debt. If you require in-person assistance for inquiries and claims, please arrange an appointment through the aforementioned communication channels.

Yours faithfully,