

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Dues Reminder

I hope this message finds you well. I am writing to remind you of the outstanding payment due on your account with us. As of [insert due date], the total amount of [insert amount] remains unpaid.

Details of the outstanding dues are as follows:

- Invoice Number: [insert invoice number]
- Date of Invoice: [insert invoice date]
- Due Amount: [insert amount]
- Payment Terms: [insert payment terms]

We kindly request that you settle this outstanding amount at your earliest convenience to avoid any late fees and to ensure continuity of service. Please let us know if there are any issues regarding this payment or if you have already made arrangements to settle this balance. Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]