

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

Dear [Recipient Name],

Subject: Outstanding Dues

I hope this message finds you well. I am writing to bring to your attention the outstanding dues owed to [Your Company/Organization Name] as of [Insert Date]. The total amount currently due is [Insert Amount]. As per our records, the payment was initially due on [Insert Original Due Date]. We kindly request that you review your accounts and arrange for the payment at your earliest convenience.

We appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this notice. If there are any discrepancies or if further discussion is needed, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]