

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Outstanding Payment

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you that as of [Date], our records indicate an outstanding payment on your account totaling [Amount]. The details of the invoice are as follows:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Due Date: [Due Date]

- Amount Due: [Amount]

We kindly request that you review your records and arrange for payment at your earliest convenience. Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]