

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to bring to your attention an outstanding balance on your account with us. As of [insert date], we noticed that the amount of [insert amount] remains unpaid, which was due on [insert due date].

We understand that oversights can happen, and we want to ensure there are no issues that prevent the payment. Please let us know if you require any further details regarding the invoice or if there's anything we can assist with.

We kindly request that the payment be processed by [insert a new due date] to avoid any late fees or disruption to your services. We appreciate your immediate attention to this matter.

Thank you for your cooperation.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company]