

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Dues Notification

We hope this message finds you well.

We are writing to bring to your attention an important matter regarding your account with us. As of [due date], there remains an outstanding balance of [amount] that has not yet been settled.

Details of the outstanding amount are as follows:

- Invoice Number: [invoice number]

- Due Date: [due date]

- Amount Due: [amount]

We request that you remit payment by [new due date] to avoid any late fees or disruption of services. Payment can be made via [payment methods].

If you have already made this payment, please disregard this notice. If you have any questions or require further assistance, feel free to reach out to us at [contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Phone Number]

[Email Address]