

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Dues Notification

I hope this message finds you well.

This letter serves as a formal notice regarding your outstanding dues with [Company/Organization Name]. According to our records, the total amount due is [Amount] as of [Due Date].

Details of the outstanding dues are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Amount Due: [Amount]

We kindly request that you settle this amount by [New Due Date]. Please let us know if there are any issues or if further clarification is needed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]