

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

Dear [Recipient's Name],

Subject: Payment Request for Outstanding Balance

I hope this message finds you well. I am writing to remind you of the outstanding balance on your account with us, which currently totals [Amount Owed]. According to our records, this balance was due on [Due Date].

We value your business and understand that oversights can happen. We kindly request that you process this payment by [New Payment Deadline], to avoid any late fees or disruptions in service.

Please find the details for the payment below:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount Owed]
- Payment Options: [Payment Methods]

Should you have any questions regarding your account or if you need to discuss payment arrangements, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to resolving it promptly.

Sincerely,

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