

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

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

Dear [Recipient's Name],

Subject: Unpaid Balance Notification

I hope this message finds you well.

I am writing to bring to your attention the outstanding balance on your account with us, which remains unpaid as of [Due Date]. The total amount due is [Amount] for [Nature of Service/Product], with the invoice number [Invoice Number].

We understand that oversights happen, and we kindly ask that you review this matter. To avoid any late fees or service interruptions, we request that this balance be settled by [New Deadline].

Please feel free to reach out if you have any questions or require further clarification. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]