

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

Dear [Recipient Name],

Subject: Reminder for Unpaid Account Balance

I hope this message finds you well. I am writing to remind you of the outstanding balance on your account with us. As of [insert date], the total amount due is [insert amount].

Our records indicate that this payment was due on [insert due date]. We understand that oversights happen, and we want to work with you to resolve this matter.

Please make the payment by [insert new deadline], or contact us to discuss any issues you may be facing that could delay this payment.

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]