

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Notice of Outstanding Payment

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that your account with us shows an outstanding balance of [Amount] that was due on [Due Date].

As of today, the payment remains unpaid, and we kindly request that you address this matter at your earliest convenience to avoid any late fees or service interruptions.

Please refer to the details of the outstanding invoice below:

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

We appreciate your prompt attention to this matter and look forward to receiving your payment. If you have already sent the payment, please disregard this notice.

Should you have any questions or require assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]