

[Your Name]
[Your Title]
[Your Company Name]
[Your Company 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: Follow-Up on Outstanding Payment

I hope this message finds you well. This letter serves as a polite reminder regarding the outstanding balance of [amount owed] on your account, originally due on [original due date].

As of today, the overdue amount is [current balance], and we have not yet received your payment. We understand that oversights can happen, and we are eager to assist you in resolving this matter.

Please let us know if you have already sent the payment or if there are any issues we can help address. We kindly request that you remit payment by [new due date] to avoid any further action.

Thank you for your prompt attention to this matter. Please feel free to reach out to us at [phone number] or [email address] if you have any questions or require additional information.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]