

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Receivables

I hope this message finds you well. I am writing to bring to your attention the outstanding balance on your account with us, which currently stands at [amount due] and was originally due on [due date].

As you know, maintaining timely payments is crucial for both our businesses. We value your partnership and appreciate your attention to this matter. For your convenience, I have attached a copy of the invoice [Invoice Number] for your reference.

If you have already processed the payment, please disregard this notice. Otherwise, we kindly request that you settle the outstanding amount by [new due date] to avoid any late fees or disruption in services.

Should you have any questions or require assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]