

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

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

Subject: Reminder for Unpaid Service Charges

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to remind you of the outstanding service charges for [specific service or period] that remain unpaid as of the date above.

As per our records, the total amount due is [amount owed], which was due on [due date]. We kindly request that you address this outstanding balance at your earliest convenience to avoid any late fees or service interruptions.

For your convenience, payment can be made via [list payment methods]. If you have already sent this payment or believe this notice to be in error, please contact me immediately to resolve any discrepancies.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]