

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

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Unpaid Bill Notification

I hope this message finds you well. I am writing to bring to your attention the outstanding balance on your account with us. As of [date], there remains an unpaid amount of [amount] for invoice #[invoice number]. Please review the attached invoice for detailed information regarding the charges. We kindly request that you process the payment by [due date] to avoid any late fees or service interruptions.

If you have already made this payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter. Thank you for your understanding and cooperation. If you have any questions or concerns, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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