

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that there is an outstanding balance of [amount] that was due on [due date].

We kindly request that you settle this payment by [new due date] to avoid any late fees.

If you have already made this payment or if there are any issues, please contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]