

[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: [Subject of the Collection]

I hope this letter finds you well. I am writing to bring to your attention an outstanding balance of [amount] that remains unpaid as of [date]. We would like to resolve this matter amicably and ensure that our records are up to date.

Details of the outstanding amount are as follows:

- Invoice Number: [Invoice Number]
- Date of Issue: [Issue Date]
- Due Date: [Due Date]
- Total Amount Due: [Amount Due]

Please let us know if you have already sent the payment or if there are any discrepancies with the invoice. If payment is still pending, we kindly ask that you make the payment by [new due date] to avoid any late fees or further action.

If you have any questions or need additional information, 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 appreciate your cooperation and look forward to resolving this issue soon.

Sincerely,

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