

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Account Balance Notification

We hope this message finds you well. This letter serves as a formal reminder regarding the outstanding balance on your account with us, totaling [Amount Due]. As of [Due Date], this amount remains unpaid. For your convenience, here are the details of the outstanding balance:

- Account Number: [Account Number]
- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Amount: [Amount Due]

We value your business and would like to resolve this matter promptly.

Please arrange for payment by [New Due Date] to avoid any further action.

If you have already made this payment, please disregard this notice.

Otherwise, we encourage you to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need assistance regarding your account.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]