

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Balance Notification

I hope this message finds you well. This letter serves as a friendly reminder regarding your outstanding balance of [amount] on your account with us, which was due on [due date].

We understand that oversights can happen, and we want to work with you to resolve this matter promptly. Please find the details of your account below:

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

We kindly ask you to remit payment at your earliest convenience. If you have already sent a payment, please disregard this notice.

Should you have any questions or wish to discuss your account, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]