[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

**Subject: Notice of Outstanding Balance - [Account/Invoice Number]**

Dear [Recipient Name],

This letter is to formally notify you regarding an outstanding balance on your account. Our records indicate that the following amount remains unpaid past the designated due date:

- **Outstanding Amount:** [Insert Amount]
- **Currency:** [Insert Currency, e.g., USD, EUR, GBP]
- **Original Due Date:** [Insert Date]

Please arrange for the payment of **[Insert Currency] [Insert Amount]** at your earliest convenience. If payment has already been sent, please disregard this notice.

If you have any questions regarding this balance or if there is a discrepancy in our records, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]