

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

[Date]

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

Subject: Notice of Outstanding Balance - [Invoice Number]

Dear [Recipient Name],

This letter is a formal reminder regarding an outstanding balance on your account. According to our records, the following invoice is currently past due:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Total Amount:** [Amount]
- **Due Date:** [Due Date]

We kindly ask that you settle this payment at your earliest convenience. If you have already sent the payment, please disregard this notice.

Payment can be made via [Payment Method: Bank Transfer/Check/Online Portal].

If you are experiencing any difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can resolve the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]