

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: NOTICE OF OUTSTANDING BALANCE - [Software Name] Subscription

Dear [Customer Name],

This letter is to formally notify you that your account for [Software Name] currently shows an outstanding balance of [Amount Due].

Our records indicate that the following invoice(s) remain unpaid:

- Invoice #[Number] - Date: [Date] - Amount: [Amount]
- Invoice #[Number] - Date: [Date] - Amount: [Amount]

As per our subscription agreement, payment was due on [Due Date]. We request that you settle this balance immediately to avoid any interruption to your software access or additional late fees.

Payment Options:

- **Online:** Log in to your portal at [URL] and pay via Credit Card or PayPal.
- **Bank Transfer:** [Provide Bank Details/IBAN/Swift].
- **Check:** Mail to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding your billing or if you are experiencing technical difficulties with the payment system, please contact our billing department at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Title]