

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

[Date]

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

**RE: Notice of Total Outstanding Balance Due**

Dear [Customer Name],

This letter is to inform you that your account currently has a total outstanding balance that is past due. According to our records, the following amount remains unpaid:

- **Account Number:** [Account Number]
- **Invoice Number(s):** [Invoice Numbers]
- **Total Balance Due:** \$[Amount]
- **Due Date:** [Original Due Date]

Please submit the full payment by [Final Payment Date] to bring your account into good standing. You can make a payment through the following methods:

[List Payment Methods, e.g., Online Portal, Check, or Bank Transfer]

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties making this payment, please contact us immediately at [Phone Number] or [Email Address] so we can discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]  
[Your Company Name]