

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

[Date]

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

RE: Notice of Outstanding Balance - Invoice #[Invoice Number]

Dear [Debtor Name],

This is a formal reminder that the payment for invoice #[Invoice Number], dated [Date of Invoice], is now overdue. According to our records, the outstanding balance is \$[Amount].

It is possible that this payment has been overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we request that you settle this balance immediately.

Payment can be made via [Payment Method - e.g., Bank Transfer, Credit Card, Check].

If you are experiencing financial difficulties or have any questions regarding this invoice, please contact us at [Your Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]