

[Your Name]
[Your 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: First Request for Account Settlement - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter is a formal request for the settlement of your outstanding balance with [Your Company Name]. According to our records, your account currently shows an overdue balance of [Amount Due] for Invoice #[Invoice Number], which was due on [Due Date].

We value your business and understand that payment delays can sometimes occur. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle this account at your earliest convenience.

Payment can be made via [List Payment Methods, e.g., Check, Bank Transfer, 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 discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]