

**Date:** [Insert Date]

**To:** [Customer Name]

**Address:** [Customer Address]

**Account Number:** [Account Number]

**Subject: First Notice: Outstanding Balance for Subscription [Subscription Name]**

Dear [Customer Name],

This is a formal reminder that your account is currently overdue. According to our records, we have not received payment for your subscription dues for the period of [Billing Period].

**Payment Details:**

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

We value your membership and want to ensure you continue to have uninterrupted access to our services. Please settle the outstanding balance by [Insert Date] to avoid any disruption to your subscription.

If you have already sent your payment, please disregard this letter. If you are experiencing technical difficulties with the payment portal or have questions regarding your bill, please contact our support team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Company Name]