

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Reminder: Outstanding Balance for Subscription [Subscription ID/Account Number]

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for your recent subscription renewal. According to our records, your account currently has an outstanding balance of [Amount Due].

The payment was due on [Due Date]. To ensure that your service remains uninterrupted, please settle this balance at your earliest convenience.

Payment Options:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Bank Transfer: [Account Details]

If you have already made this payment, please disregard this letter. If you have any questions or are experiencing difficulties with your payment, please contact our support team at [Support Email/Phone Number].

Thank you for being a valued subscriber.

Sincerely,

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