

Subject: Notice of Outstanding Debt - [Account Number]

Date: [Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

This is a formal reminder regarding your outstanding balance with [Your Company Name]. Our records indicate that payment for the following invoice(s) is now past due:

- Invoice Number: [Invoice #]
- Invoice Date: [Date]
- Amount Due: \$[Amount]
- Due Date: [Original Due Date]

We understand that notices can sometimes be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, please remit the total amount of \$[Amount] by [New Due Date] to bring your account up to date.

Payments can be made via [Payment Method/Link/Address].

If you are experiencing financial 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 Name/Department]

[Your Company Name]