

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Recipient Address]

Subject: FIRST NOTICE: Warning for Late Remittance of Third-Party Funds

Dear [Contact Person Name],

This letter serves as a formal notice regarding the outstanding remittance of third-party funds for the period of [Insert Period/Month].

According to our records, the following payment is now past due:

- **Fund Description:** [e.g., Insurance Premiums / Pension Contributions]
- **Original Due Date:** [Insert Date]
- **Amount Outstanding:** [Insert Currency and Amount]

Please be advised that timely remittance of these funds is a requirement under [Reference Agreement/Regulation Name]. Delays in payment may result in [mention consequences, e.g., service interruption, interest charges, or legal penalties].

We request that you settle this balance immediately or provide proof of transfer within [Number] business days. If payment has already been made, please disregard this notice.

For any questions regarding this balance or if you are experiencing technical difficulties with the remittance process, please contact [Contact Department] at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]