

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Contractor Name]
[Contractor Company Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Account Status Update - Unsettled Invoice #[Invoice Number]

Dear [Contractor Name],

This letter is to inform you regarding the current status of your account with [Your Company Name]. Our records indicate that the following invoice remains unsettled:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date of Invoice]
- **Original Amount:** [Total Amount]
- **Due Date:** [Due Date]
- **Outstanding Balance:** [Remaining Amount Due]

We value our professional relationship and would like to resolve this matter promptly. If you have already sent the payment, please disregard this notice. Otherwise, please provide an update regarding the status of this payment or notify us if there is a discrepancy with the billing.

Payments can be made via [Insert Payment Method - e.g., Bank Transfer, Check, Online Portal].

Please contact our billing department at [Phone Number] or [Email Address] if you have any questions or require a copy of the original invoice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]