

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

[Date]

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

Subject: Inquiry regarding outstanding balance for Invoice #[Invoice Number]

Dear [Contact Name],

I hope this letter finds you well.

I am writing to politely bring to your attention that our records show an outstanding balance on your account in the amount of \$[Amount]. This balance relates to Invoice #[Invoice Number], which was due on [Due Date].

We understand that oversight can happen, or perhaps the invoice was misplaced. If you have already sent the payment, please disregard this notice. If not, we would appreciate it if you could look into this matter and arrange for payment at your earliest convenience.

For your reference, I have attached a copy of the invoice to this correspondence. We offer the following payment methods: [List Payment Methods, e.g., ACH, Credit Card, Check].

If there are any discrepancies or if you are experiencing any issues that are preventing payment, please contact us so we can discuss a solution.

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

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