

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

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

Subject: Friendly Update Regarding Your Account Balance

Dear [Recipient Name],

I hope you are having a wonderful week.

We are writing to provide a quick update regarding your account status. While reviewing our recent records, we noticed a pending balance of \$[Amount] that remains outstanding. Our records show this was due on [Due Date].

We understand that life gets busy and things can easily be overlooked. If you have already sent your payment, please disregard this notice and thank you for your cooperation.

If you haven't had a chance to settle the balance yet, you can do so by [mention payment methods, e.g., visiting our website, mailing a check, or calling our office].

Should you have any questions or if there is anything we can do to assist you with your account, please feel free to reach out to us at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Best regards,

[Your Name/Signature]
[Your Title]