

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

[Date]

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

**RE: Notice of Outstanding Balance - Invoice #[Invoice Number]**

Dear [Contact Name],

This letter is to formally notify you that your account with [Your Agency Name] is currently past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

**Account Summary:**

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Total Amount Due: \$[Amount]

We value your business and understand that invoices can sometimes be overlooked. Please arrange for payment of the outstanding balance at your earliest convenience to ensure your account remains in good standing.

Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, or Check].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding this invoice or if you are experiencing difficulties making a payment, please contact our accounts department immediately at [Phone Number] so we can resolve the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name/Signature]  
[Your Title]