

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Outstanding Balance - Account [Account Number]

Dear [Client Contact Name],

This is a friendly reminder that your account with [Agency Name] is currently past due. According to our records, your balance of \$[Amount] was due on [Due Date].

It is possible that your payment is already in transit or was simply overlooked. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Method: e.g., online portal, wire transfer, or check].

Attached is a copy of invoice [Invoice Number] for your reference. If you have any questions regarding this balance or if there is any discrepancy, please contact our billing department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]