

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

[Date]

[Contact Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Follow-up on Outstanding Balance for Account #[Account Number]

Dear [Contact Name],

This is a friendly reminder regarding the outstanding balance on your account. According to our records, the following invoice(s) are currently past due:

- Invoice #[Number] - [Date] - [Amount]
- Invoice #[Number] - [Date] - [Amount]

Total Outstanding Balance: [Total Amount]

We understand that things can get busy, and this may have simply been overlooked. If you have already sent the payment, please disregard this notice.

Otherwise, we would appreciate it if you could settle the balance at your earliest convenience. You can make a payment via [Payment Method: Bank Transfer/Online Portal/Check].

If there is any discrepancy or if you are experiencing any issues regarding these invoices, please contact our billing department at [Phone Number] or [Email Address] so we can resolve the matter quickly.

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

Sincerely,

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