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

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

Subject: NOTICE: Deadline for Submitting Required Payment

Dear [Recipient Name],

This is a formal reminder regarding the outstanding balance on your account. According to our records, the payment for Invoice #[Invoice Number] in the amount of $[Amount] was due on [Original Due Date].

Please be advised that the final deadline for submitting this payment is **[Deadline Date]**.

Failure to receive payment by this date may result in the following actions:

- Application of late fees or interest charges.
- Suspension of services or accounts.
- Referral of the account to a collection agency.

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties making this payment, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]