

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

[Date]

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

RE: NOTICE OF PAYMENT DUE

Dear [Recipient Name],

This letter serves as a formal notification regarding your outstanding balance for [Account Number / Invoice Number].

To remain in good standing, you must remit the exact payment amount of **[\$[Amount]]**. This payment must be received in full no later than **[Deadline Date]**.

Please ensure that the funds are sent via [Accepted Payment Method, e.g., Wire Transfer, Check, Online Portal]. Late payments or payments for an incorrect amount may result in [Consequences, e.g., late fees, service interruption, or legal action].

If you have already sent this payment, please disregard this notice.

Sincerely,

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