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

[Date]

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

Subject: Notice of Outstanding Balance - Invoice #[Invoice Number]

Dear [Recipient Name],

This is a friendly reminder that according to our records, your account currently has an outstanding balance of $[Amount]. This amount was due on [Due Date].

We have attached a copy of the original invoice for your reference. If you have already sent your payment, please disregard this notice.

Please submit your payment via one of the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Bank Transfer Details]
- [Payment Method 3: e.g., Check by Mail]

If you are experiencing any issues with your payment or have any questions regarding this invoice, please contact us as soon as possible so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]